# Daily Expenses

## User Manual

Last review : October 2014

Design and development by:

**Michel Carvajal**

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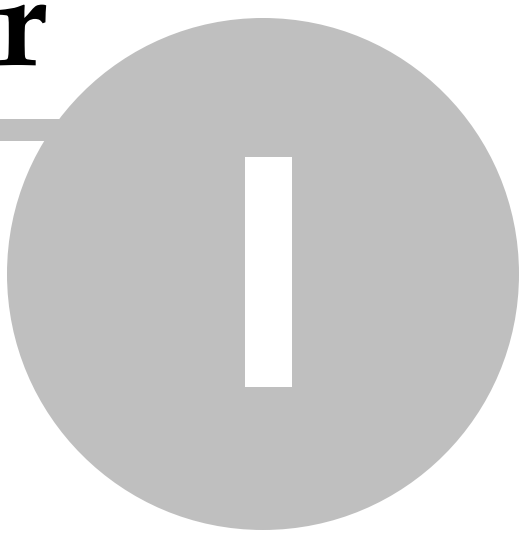
# Chapter



# 1. Introduction

Daily expenses is an application designed to organize your income and expenses,your movements of money are recorded by date, you can review the reports daily, weekly, monthly or yearly. Organizing your expenses allow you to have better control over your money.

## 1.1 Features of the applications

Daily Expenses has the following features:

- Track your income and expenses classify by them by category.
- You can modify or delete the records that you have created.
- The application will show reports grouped by periods along with your balance periods.
- You can also schedule recurring records, so the application added by you that are repetitive movements in fixed periods.
- If you need it allows you to password protected to your information's.
- The application lets you create a backup of your database to restore your information if necessary.

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- Available translations:
  - ✍ Spanish
  - ✍ English
  - ✍ Portuguese
  - ✍ German
  - ✍ French
  - ✍ Russian
  - ✍ Chinese
  - ✍ Italian
  - ✍ Indonesian
  - ✍ Ukranian
- Available reports: daily, weekly, biweekly, monthly and yearly.
- Create graphical reports.
- Horizontal screen for tablets.
- Choose the currency format and the date format used in your country.

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- Export records in XLS or CSV file format.
- Share your records and reports with Gmail, Dropbox, Google Drive or you can store it into memory card.

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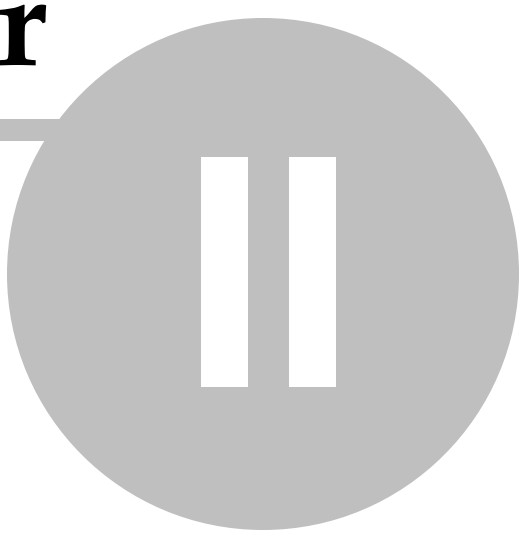
# Chapter



## 2. App Installation

In this session you will see the application installation briefly. Before install the application, check data service is enabled on your device.

**Step 1:** Click the menu button from device. (image 1)

**Step 2:** Tap on Play Store app. (image 2)

**Step 3:** Tap the search icon from Play Store and type "Daily Expenses" and go. (image 3)

**Step 4:** From the list result, choose the application "Daily Expenses". (image 4)

**Step 5:** Tap the install button from the applications page. App is installed and the page shows [open] and [uninstall] buttons. (image 5)

**Step 6:** Tap the [open] button from the page or click the app icon from the home page (Icon) or click the apps from the apps menu. (image 6, 7 and 8)

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## 2.1 How to Install - Images

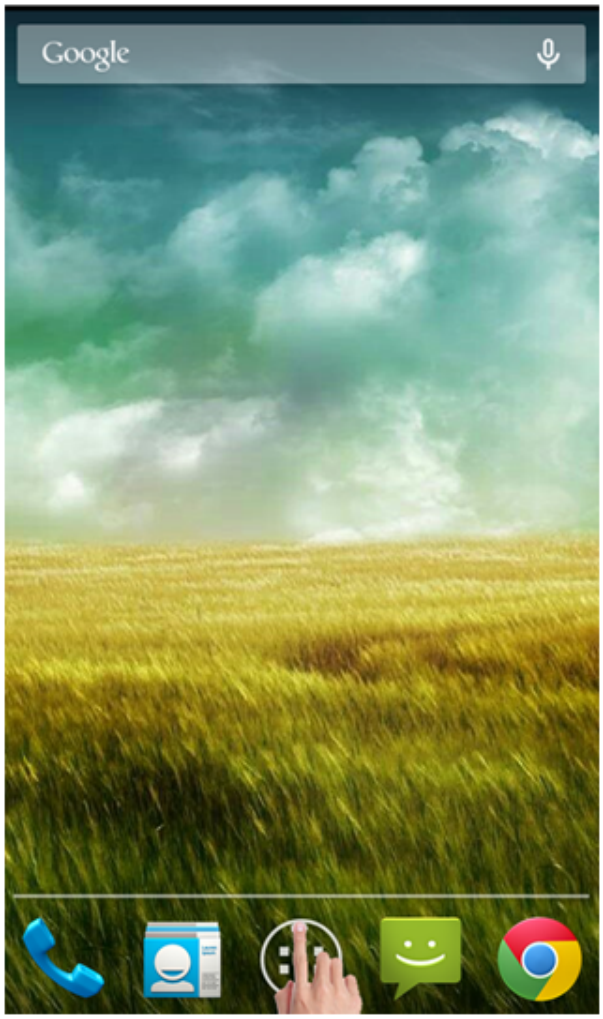
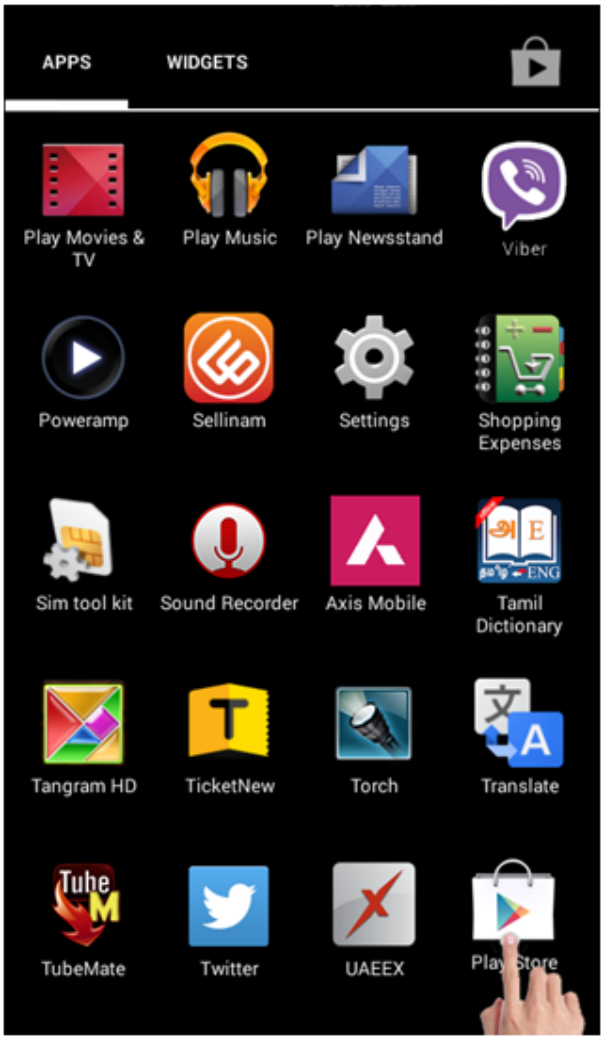
| Image 1: | Image 2: |
| --- | --- |
|  |  |



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Image 3:

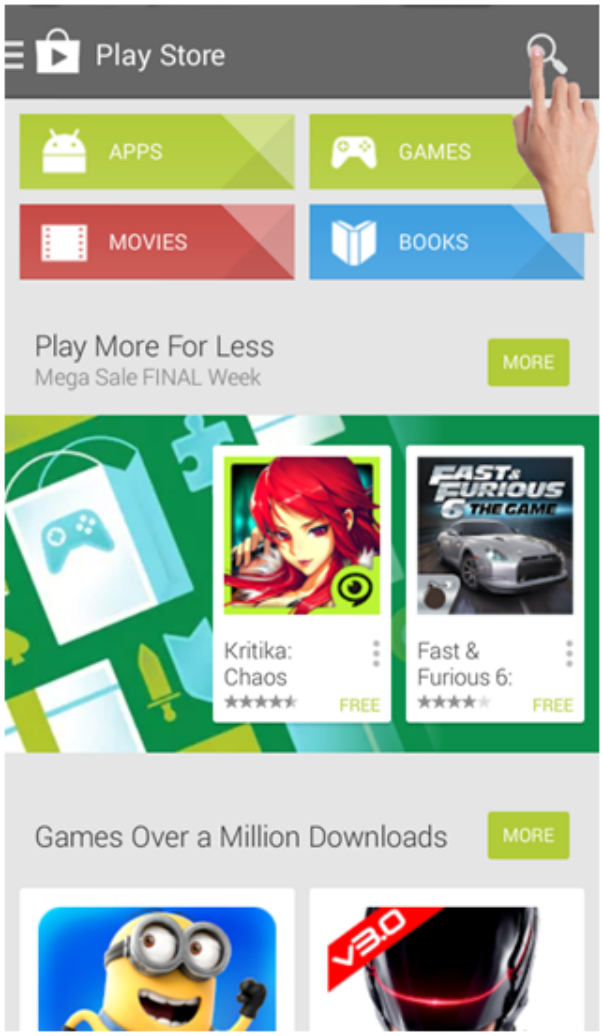


Image 4:

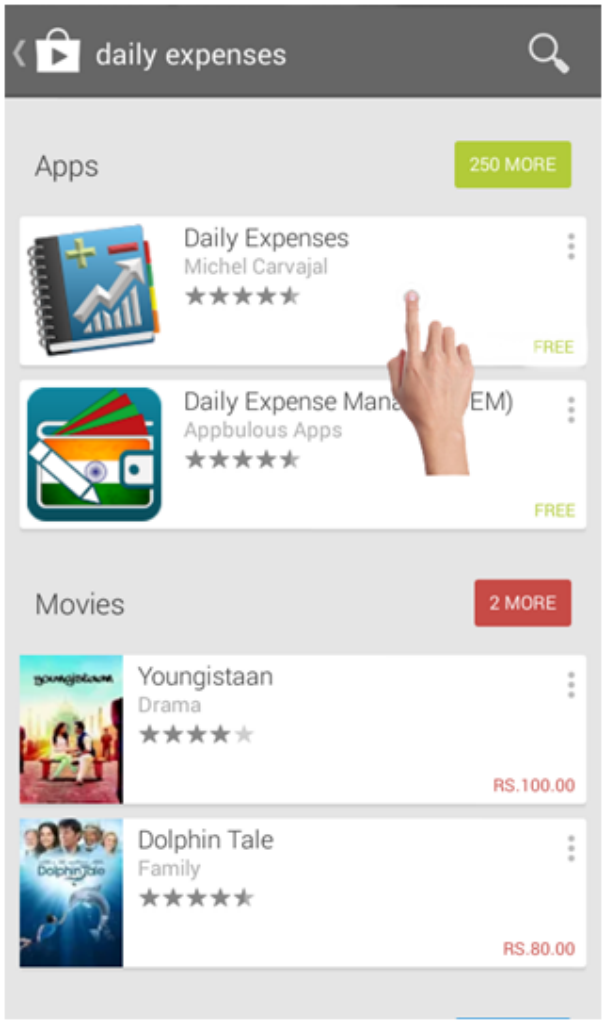


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Image 5:

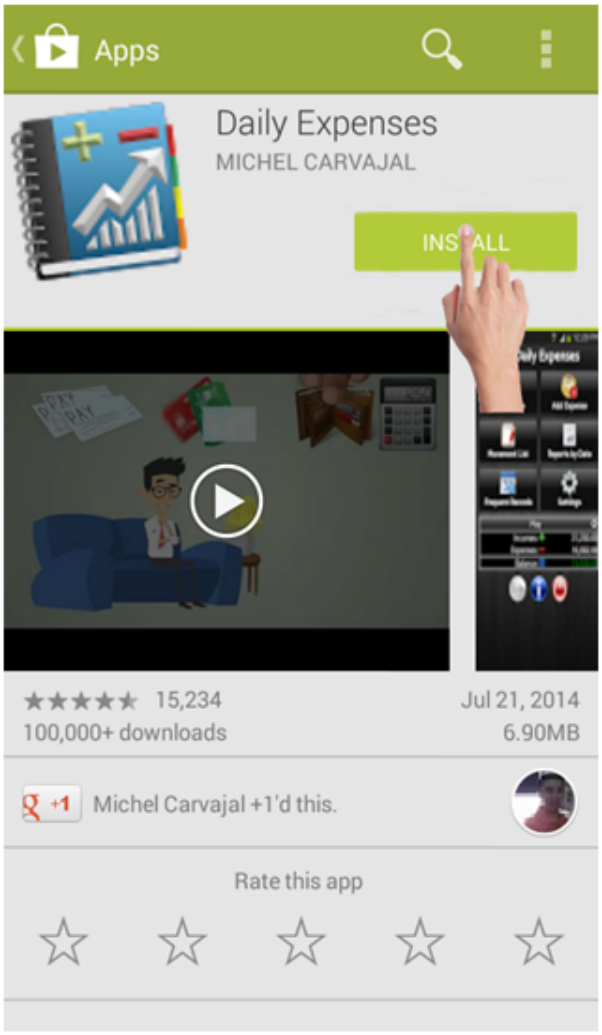
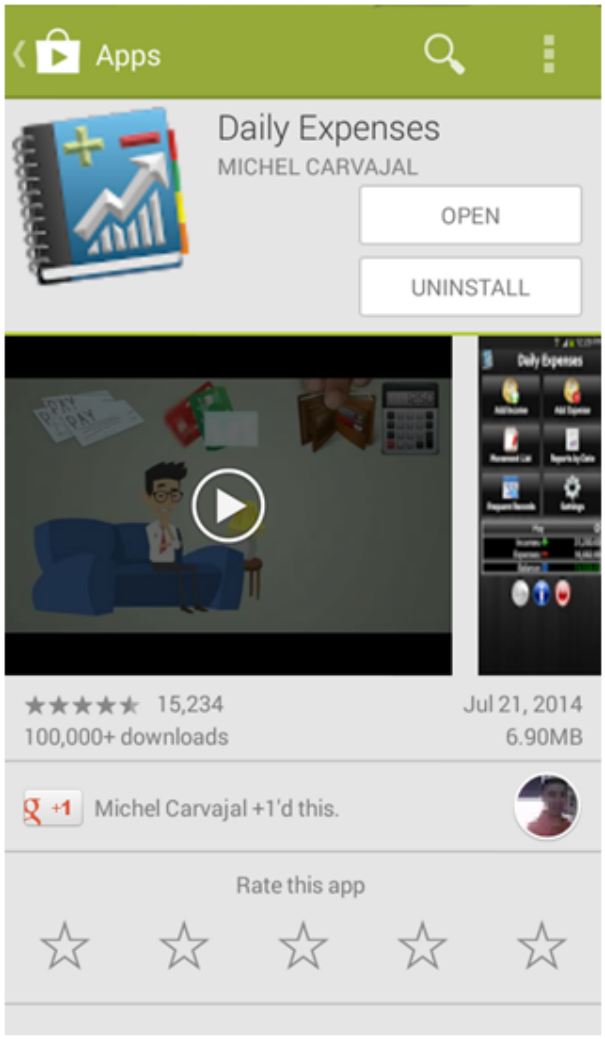



Image 6:

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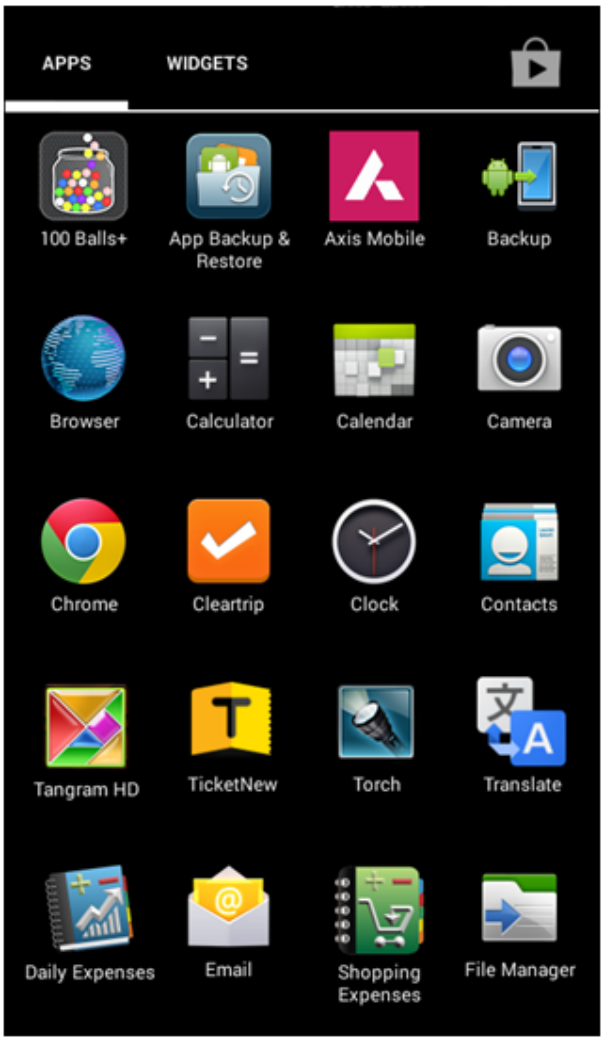
After install the application successfully, the app icon will be displayed in the home screen and menu of the device.

| Image 7: | Image 8: |
| --- | --- |
| |  |



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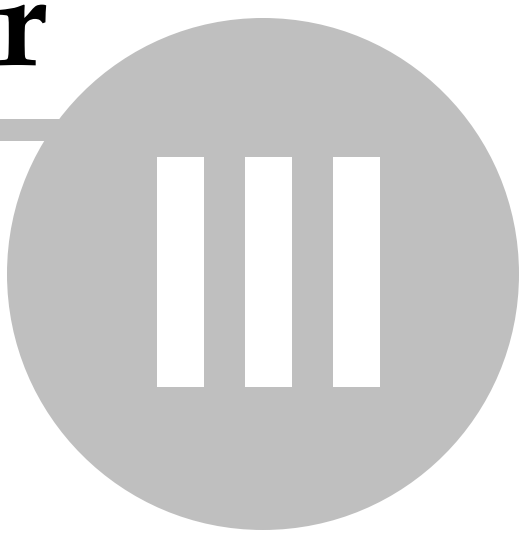
# Chapter



## 3. First Look

After download the application successfully, when you open the first look will be:

- Tap the menu button from your device. (image 9)
- To open the application, from the apps menu tap the Daily Expenses icon. (image 10)
- Home screen in pro version looks like image (image 11). Now you are able to do the following activities:
  - ✍ [Add Income] - To add income.
  - ✍ [Add Expenses] - To add expenses.
  - ✍ [Movement List] - To modify or delete income and expenses recorded.
  - ✍ [Report by Date] - To create a summary of movements by date.
  - ✍ [Agenda] - To view the transactions by calendar. (pro version)
  - ✍ [Reports by Category] - To create a summary breakdown of the movements in each category. (pro version)
  - ✍ [Projections] - It lets you know how long you will reach a target of money. (pro version)
  - ✍ [Cards and Accounts] - To create and manage multiple accounts. (pro version)

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- [Frequent Records] - To create automatic operations.
- [Settings] - Several features that will be explained later.
- Create more categories, backup the database, enable or disable password protection, change the currency format and format date.
- Main balance in Home Screen. (image 12)
- Yellow icon is for change to pro/free mode. (image 12)
- Blue icon displays information and the version of the application. (image 12)
- Red icon is to exit the application. (image 12)
- Settings icon in main balance is used to change balance position above and below home screen. (image 13)
- There are three options to change the way of balance:
    - "Current month", it shows the summary of the current month.
    - "Current month + remaining", it shows the sum of the current month plus the balance of the previous months.
    - "All months", displays the summary of all months. (image 13)

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## 3.1 First Look - Images

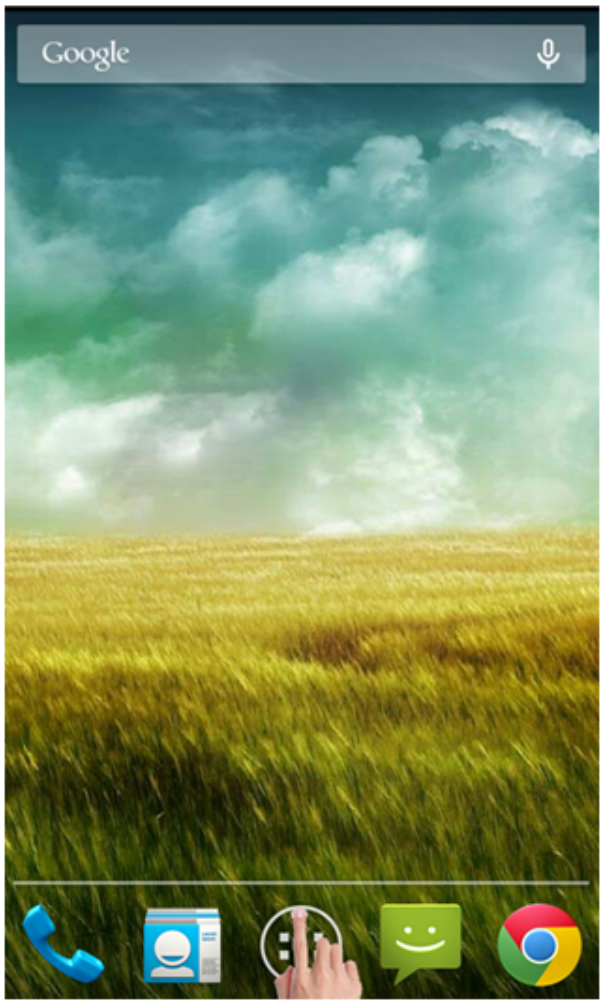
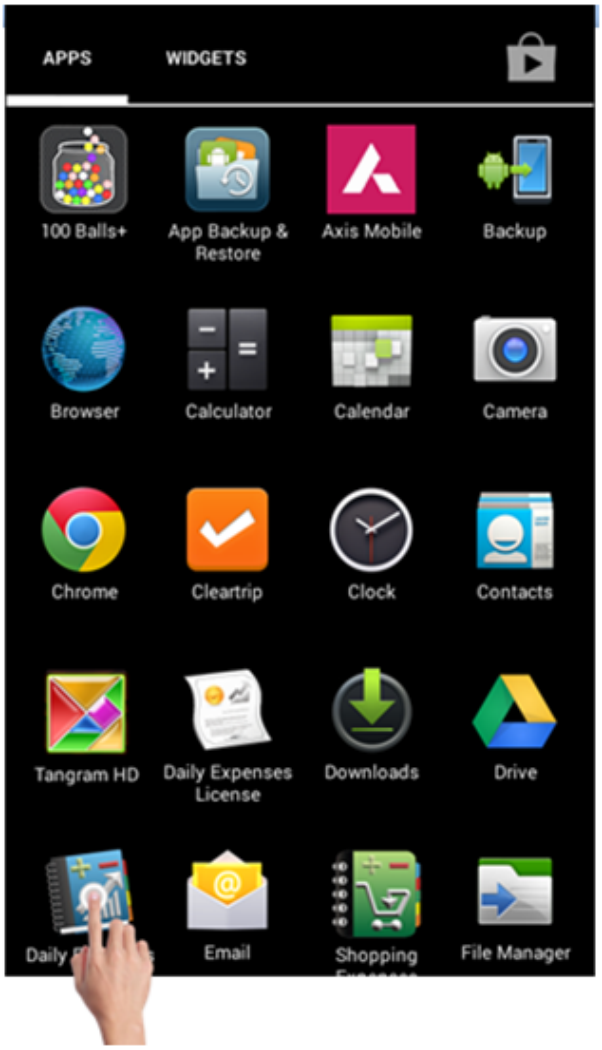
| Image 9: | Image 10: |
| --- | --- |
|  |  |



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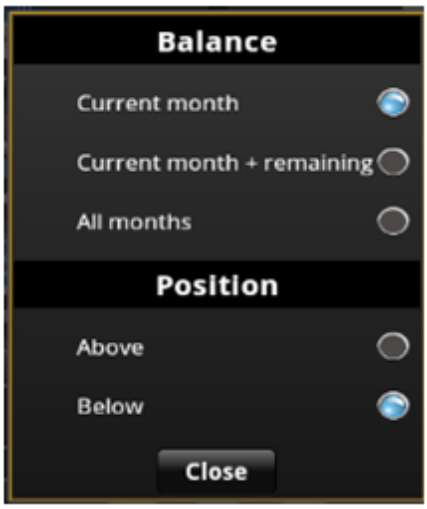
Image 11:

Image 12:

Image 13:

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# Chapter

## 4. Functions in this App

What are the functions of the application?

- Add Income
- Add Expenses
- Movement List
- Report by Date
- Agenda (pro version)
- Report by Category (pro version)
- Projections (pro version)
- Cards and Accounts (pro version)
- Frequent Records
- Settings
- Knowing the current balance
- Export records and reports to Gmail, Dropbox Drive or micro-SD (pro version).

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### 4.1 Add Income

How to Add the Income ?

- By clicking [Add Income] button from the home screen.
- In Add Income screen you can enter the amount in Income field. (image 14)
- In the Account field, you can choose which account belong the income. (image 15) (pro version)
- Choose a category created by the app or create a new one. (image 16) (Settings / Income Categories or [Income categories] button or at same screen below to [Save] button)
- Type more information about your expenses in Description field.
- [Date] and [Time] buttons let you record the information into the past or future. (image 17 and 17.1)
- [Save] button is used to record all data you have typed.
- [Income Category] button opens a dialog where you are able to create, modify or delete categories for income. (image 18)
- After save the information successfully you will see this message "The data have saved correctly". (image 19).
- In the Income field you can use calculator button (pro version), the app shows a calculator to do basic operations.

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- Using the back button (top left corner) you can easily come back into the home screen. (image 19)
- Sometimes you'll see validation messages like:
  - ✍ "Enter a valid quantity" - In the Income field the application doesn't support null values, neither zero. (image 20)
  - ✍ "Choose a category to classify income" - Select one category from de list of categories. (image 21)

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### 4.1.1 Add Income - Images

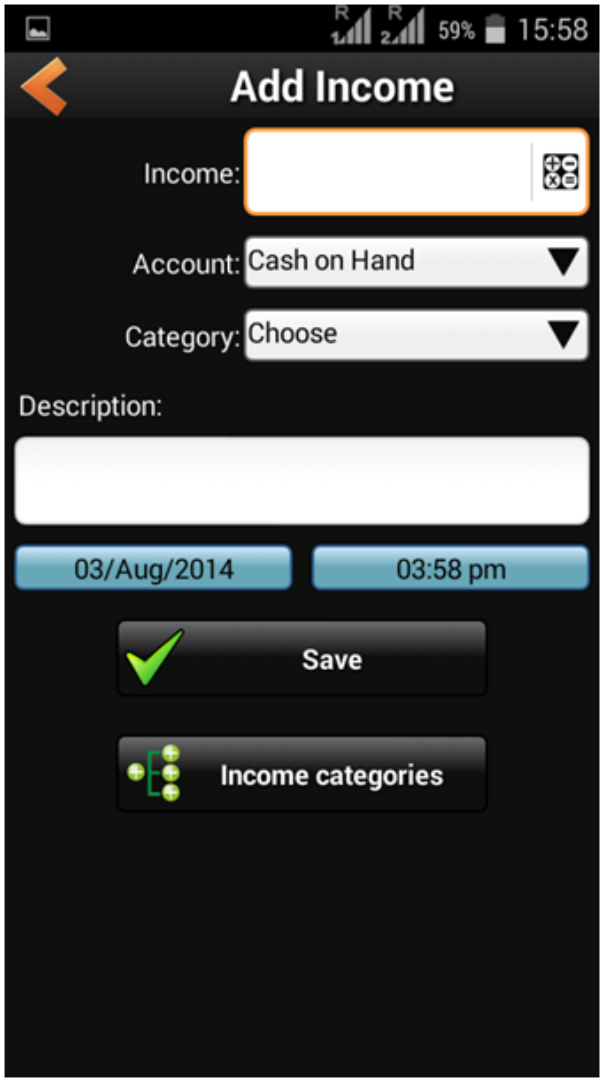
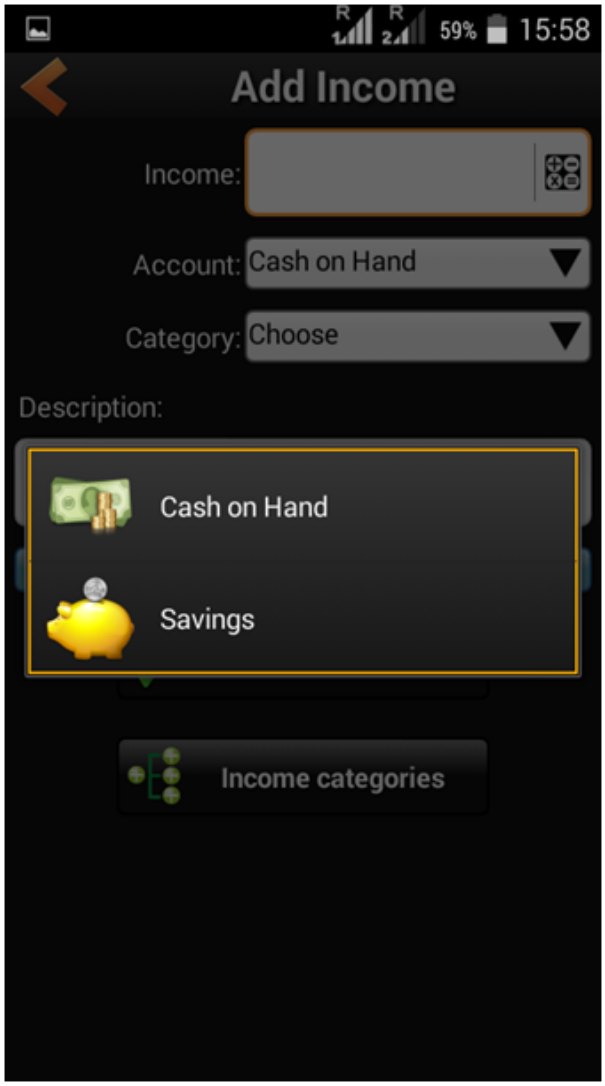
| Image 14: | Image 15: |
| --- | --- |
|  |  |



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Image 16:

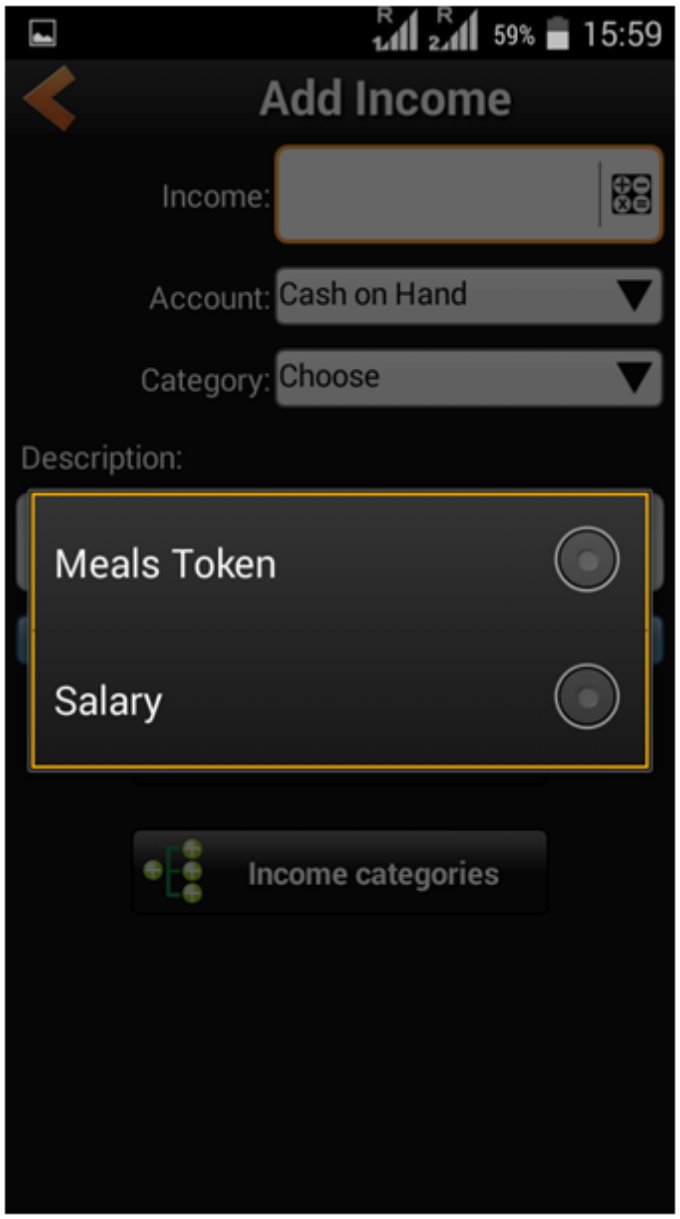


Image 17:

Image 17.1:

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Image 18:

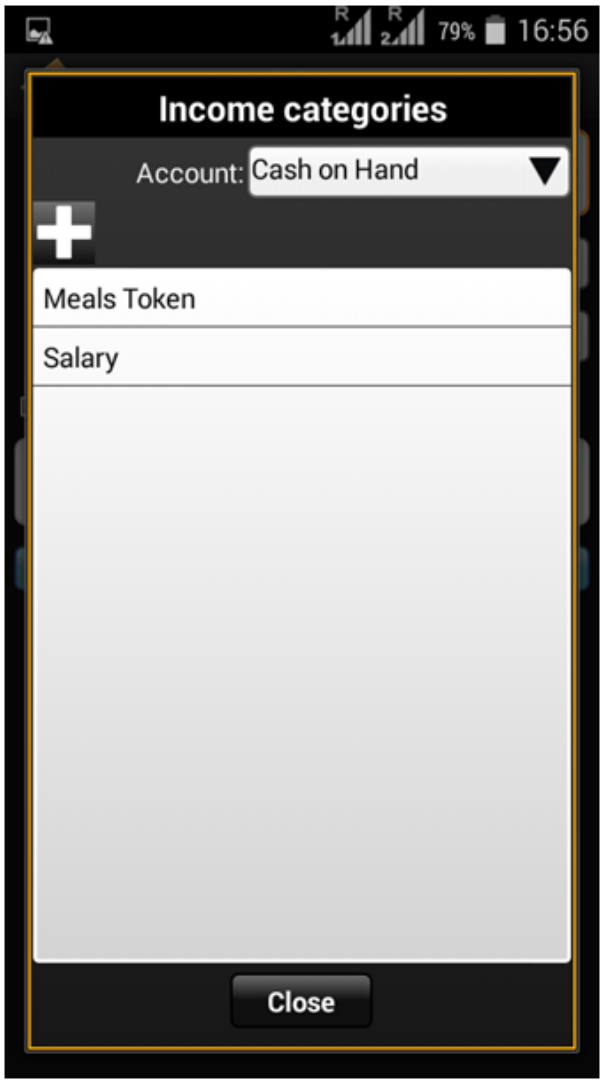



Image 19:

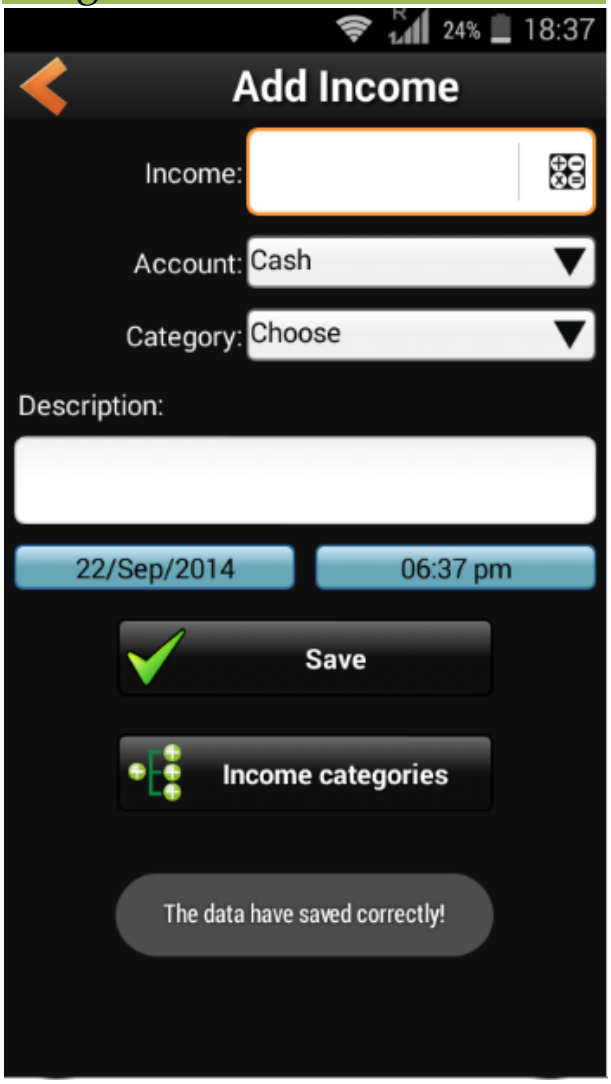
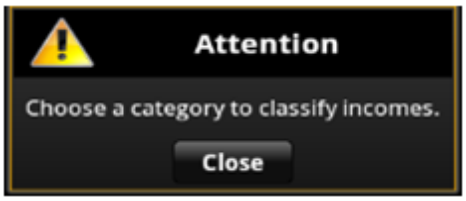



Image 20:

Image 21:

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### 4.2 Add Expense

How to add the expenses?

- By clicking [Add Expenses] button from the home screen.
- In Add Expenses screen you can enter the amount in Expense field. (image 22)
- In the Account field, you can choose which account belong the expense. (image 23) (pro version)
- Choose a category created by the app or create a new one. (image 24) (Settings / Expense Categories or [Expense categories] button or at same screen below to [Save] button)
- Type more information about your expenses in Description field.
- [Date] and [Time] buttons let you record the information into the past or future. (image 25 and 25.1)
- [Save] button is used to record all data you typed.
- [Expense categories] button opens a dialog where you are able to create, modify or delete categories for expenses. (image 26)
- After save the information successfully you will see this message "The data have saved correctly". (image 27).
- In the Expense field you can use calculator button (pro version), the app shows a calculator to do basic operations.
- Using the back button (top left corner) you can easily

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navigate into the home screen. (image 27)

- Sometimes you'll see validation messages like:
  - ✍ “Enter a valid quantity” - In the Expense field the application doesn't support null values, neither zero. (image 28)
  - ✍ “Choose a category to classify expenses” - Select one category from de list of categories. (image 29)

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### 4.2.1 Add Expense - Images

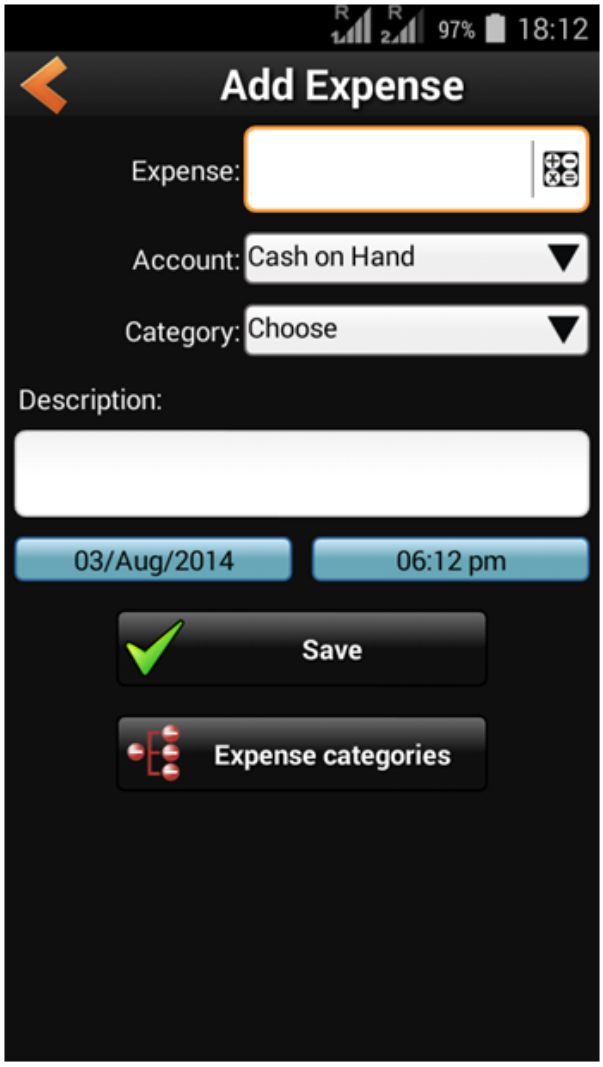
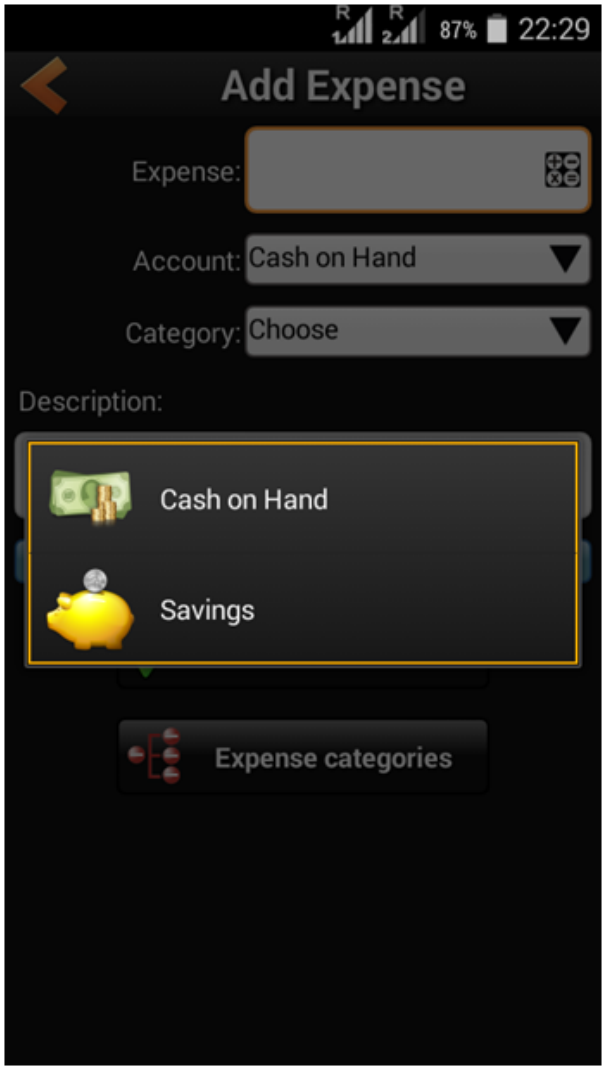
| Image 22: | Image 23: |
| --- | --- |
|  |  |





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Image 24:

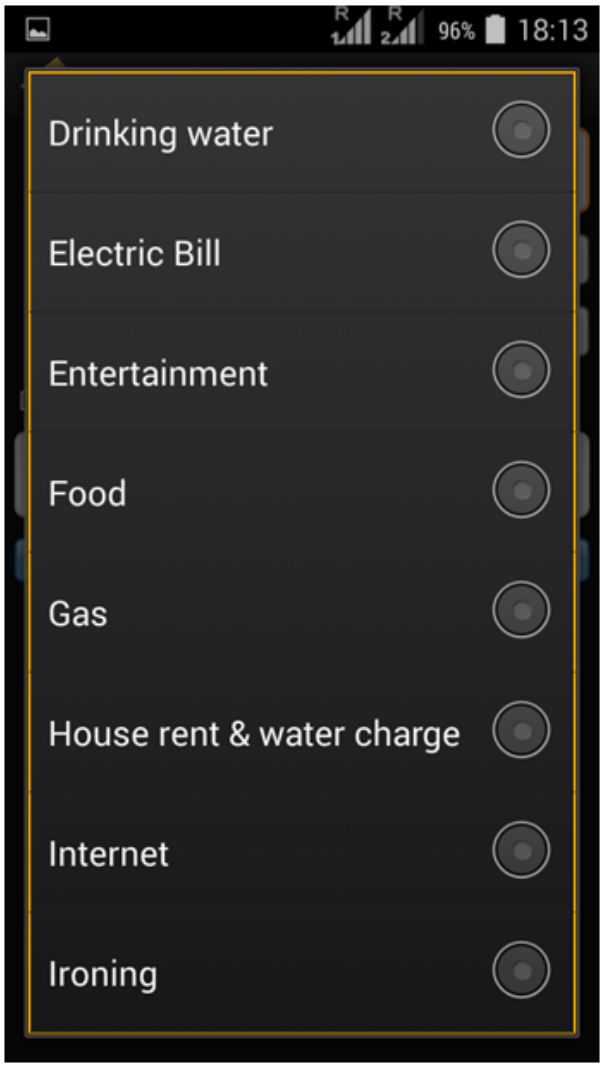


Image 25:

Image 25.1:

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Image 26:

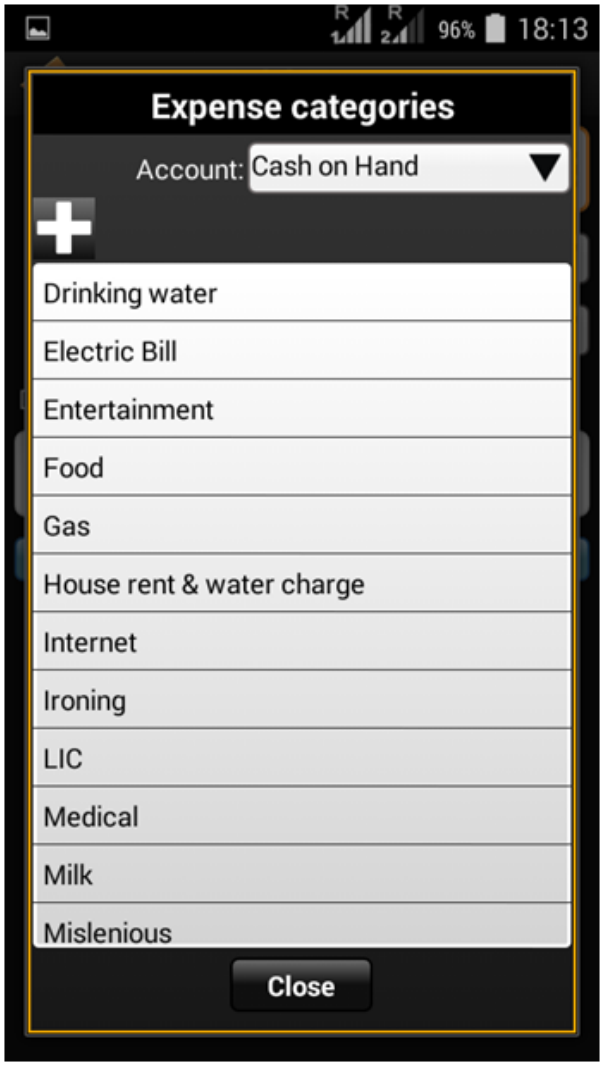



Image 27:

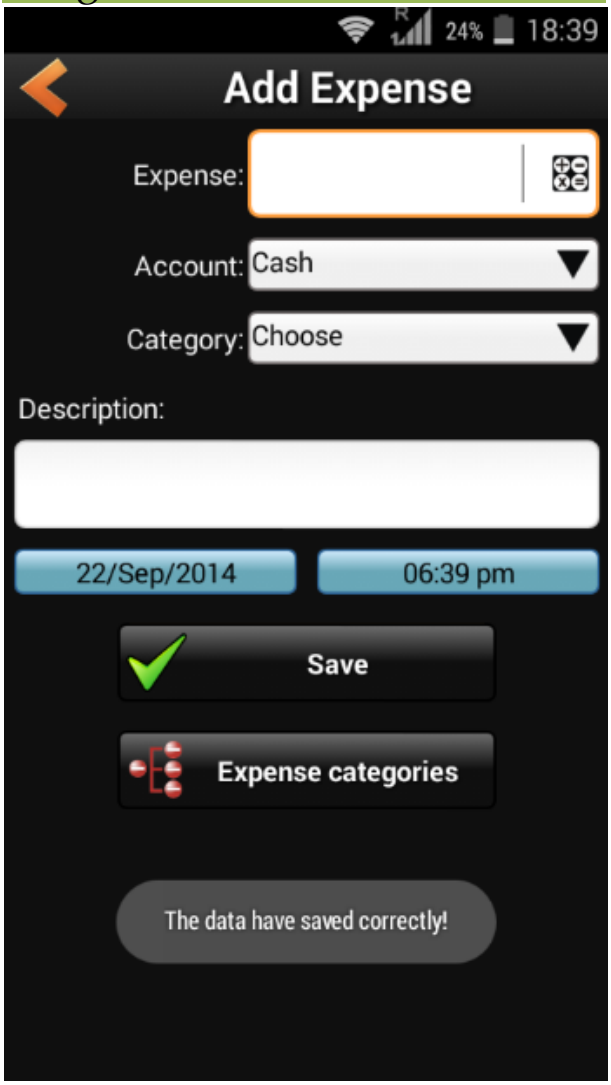
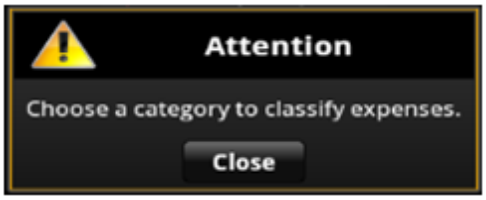



Image 28:

Image 29:

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### 4.3 Movement List

What is the Movement List?

- It shows each income and expense that you have registered and allows you to remove or edit them, use tools to filter by month and year to locate your records. (image 30)
- From this list you can easily filter the records:
  - ✍ By month (image 31)
  - ✍ By year (image 32)
- You can share the income and expenses records in a file:

Formats (XLS and CSV)

- ✍ SD-Card
- ✍ Gmail
- ✍ Dropbox
- ✍ Google Drive (image 33, 34, 35)

- You can sort your records by date by clicking the yellow icon in ascending or descending order. (image 36)
- You can filter the income by clicking the plus icon, when the icon is green the filter is turned on. (image 37)
- When the plus icon is green you can add filter by category, to do this you have to choose a category from the list, the default value to display is "All". (image 38)
- You can filter the expenses by clicking the minus icon, when

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the icon is red the filter is turned on. (image 39)

- When the minus icon is red you can add filter by category, to do this you have to choose a category from the list, the default value to display is "All". (image 40)
- You can edit or delete the records, tapping the record from the list, the app will show these options. (image 41, 42)
- After edit or delete the record, confirmation message is displayed. (image 43)
- After edit or delete the record, the app will update the balance in home screen and the total from corresponding account.
- Each item in Movement List has a header, on left corner you see the account name, on right corner is date and time of the transaction done, below this is the symbol of transaction (+/-) and the amount, in the bottom is displayed the description. (image 44)
- Using the back button (top left corner) you can easily come back into the home screen.

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### 4.3.1 Movement List - Images

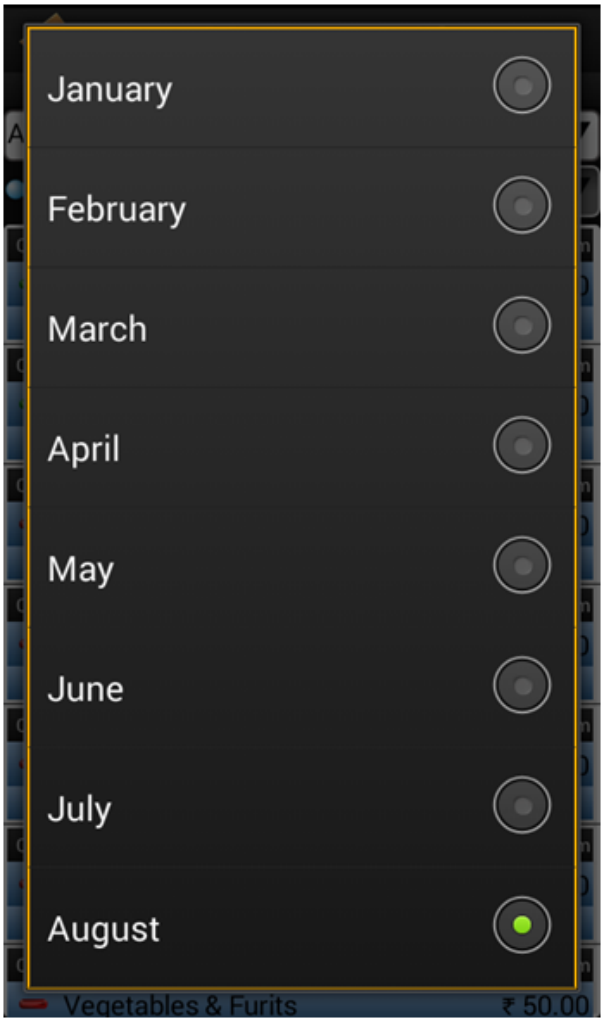
| Image 30: | Image31: |
| --- | --- |
| |  |



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Image 32:

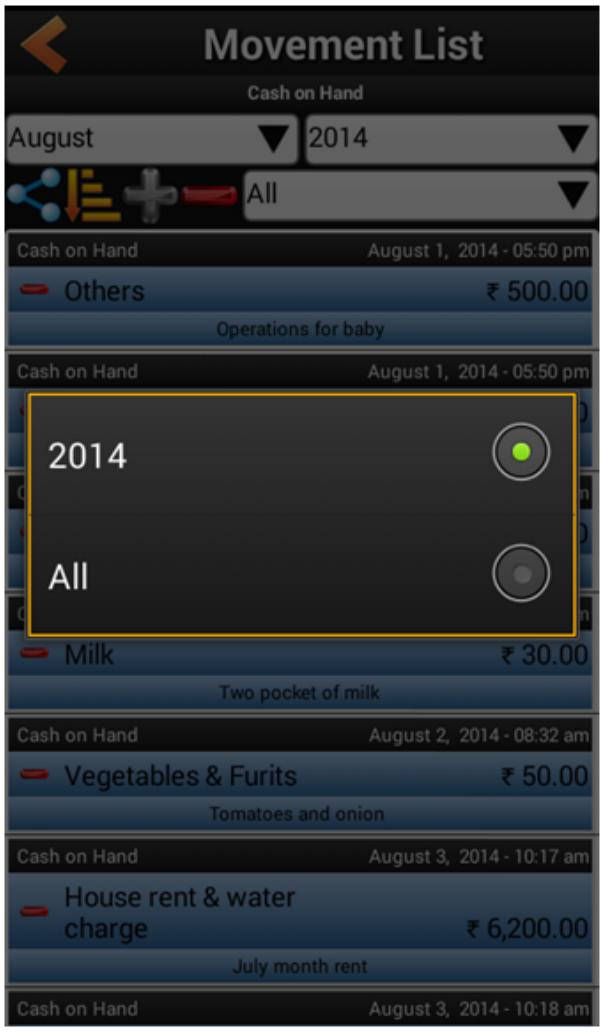
Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
2014
All
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00
Tomatoes and onion
Cash on Hand August 3, 2014 - 10:17 am
House rent & water charge ₹ 6,200.00
July month rent
Cash on Hand August 3, 2014 - 10:18 am

Image 33:

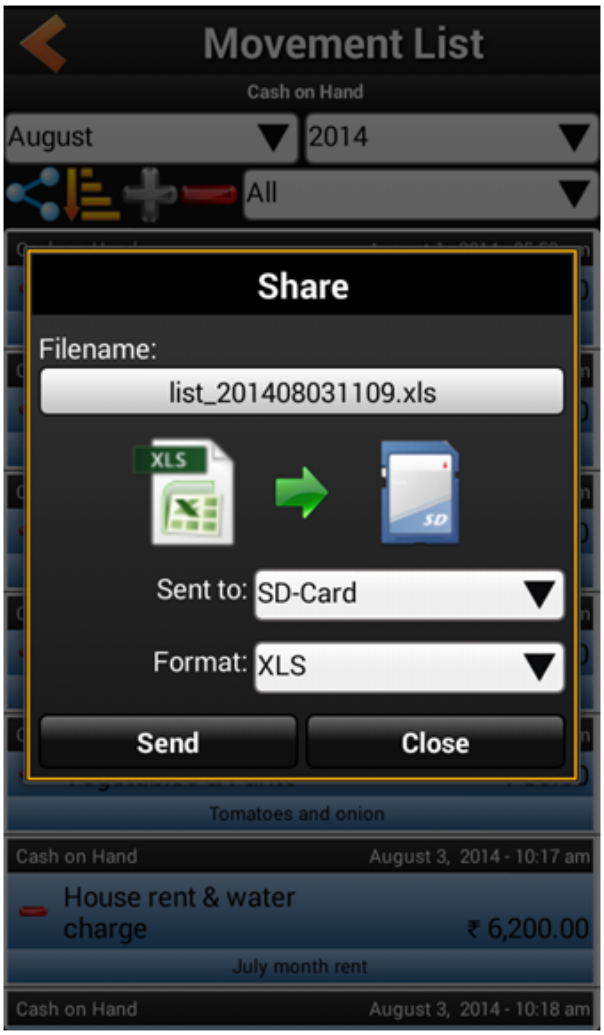


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Image 34:

Image 35:

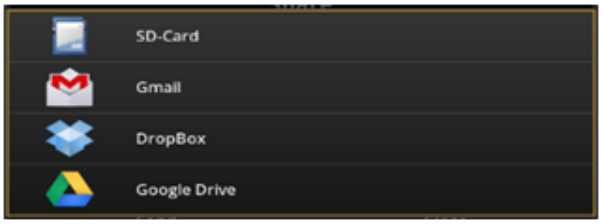


Image 36:

Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 07:58 am
Salary ₹ 24,919.00
July month salary
Cash on Hand August 1, 2014 - 07:58 am
Meals Token ₹ 2,600.00
July month token
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 400.00
Testing material
Cash on Hand August 1, 2014 - 05:50 pm
Transportation ₹ 300.00
To mathi
Cash on Hand August 2, 2014 - 08:32 am
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00

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Image 37:

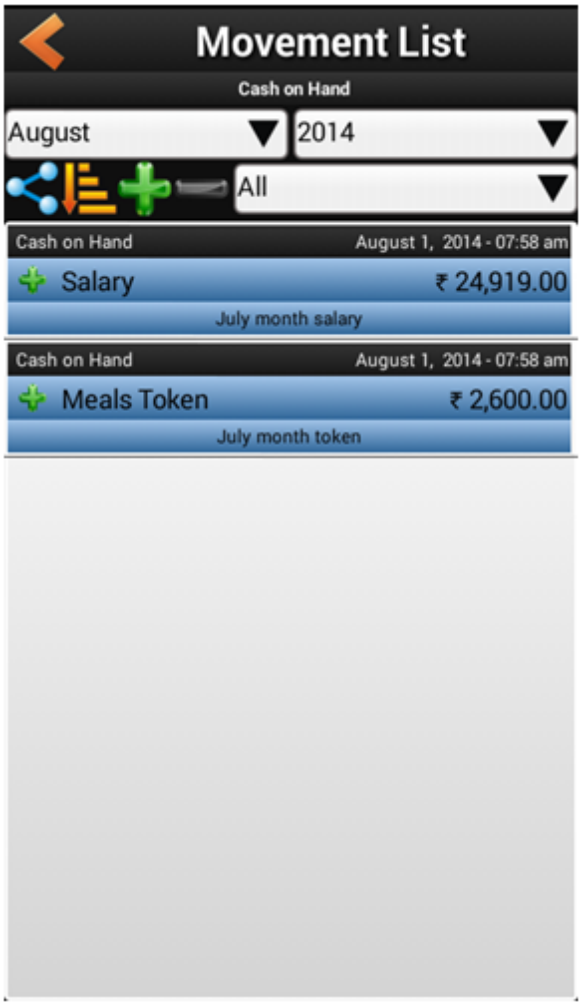


Image 38:

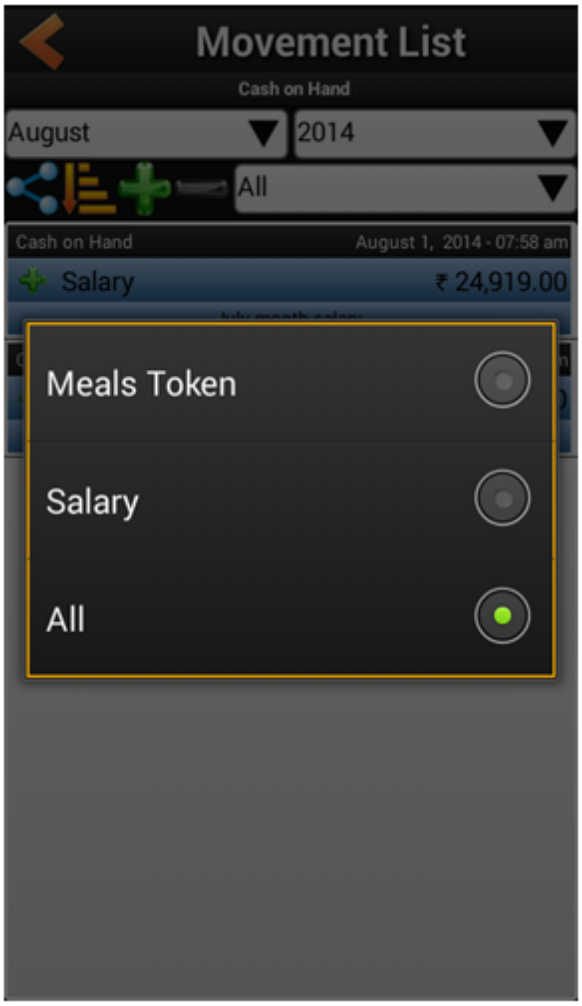


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Image 39:

Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 400.00
Testing material
Cash on Hand August 1, 2014 - 05:50 pm
Transportation ₹ 300.00
To mathi
Cash on Hand August 2, 2014 - 08:32 am
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00
Tomatoes and onion
Cash on Hand August 3, 2014 - 10:17 am
House rent & water charge ₹ 6,200.00
July month rent
Cash on Hand August 3, 2014 - 10:18 am

Image 40:

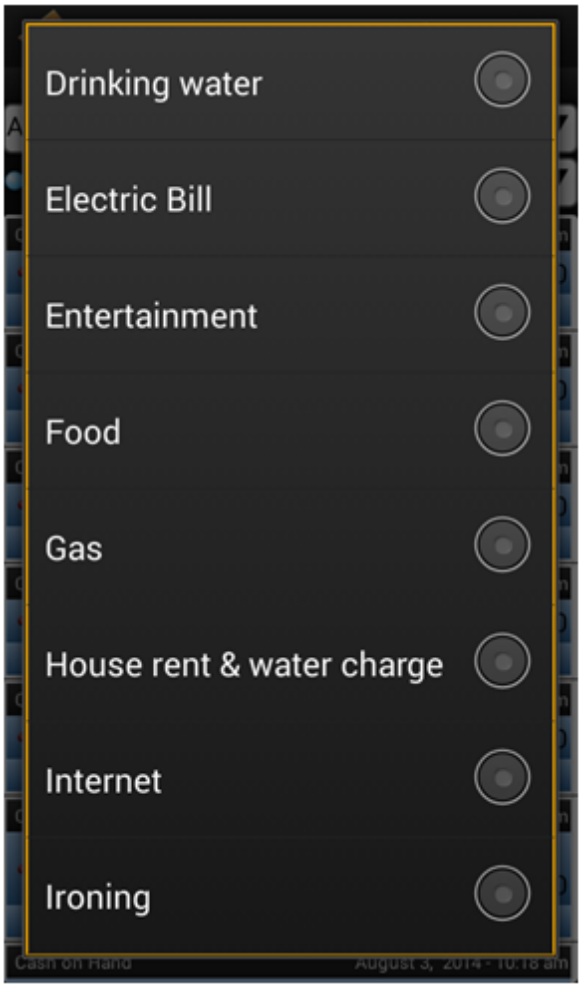


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Image 41:

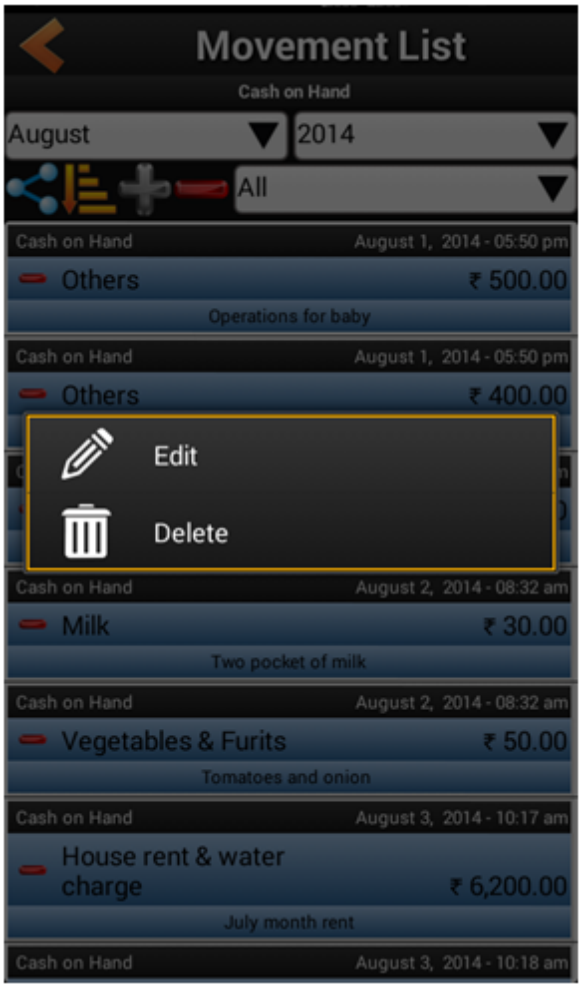
Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 400.00
Edit
Delete
Cash on Hand August 2, 2014 - 08:32 am
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00
Tomatoes and onion
Cash on Hand August 3, 2014 - 10:17 am
House rent & water charge ₹ 6,200.00
July month rent
Cash on Hand August 3, 2014 - 10:18 am

Image 42:

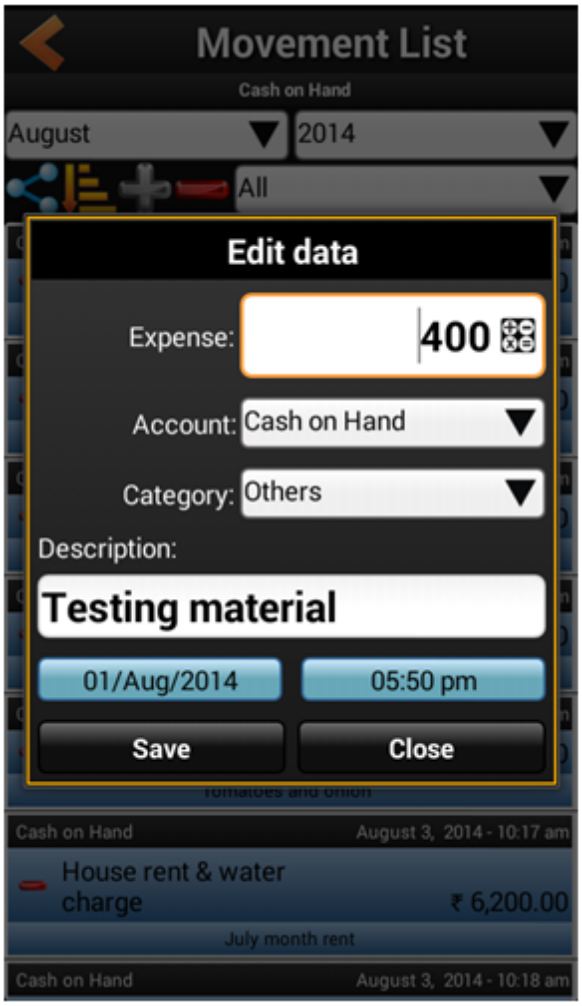


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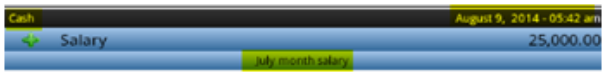
Image 43:

Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 400.00
Testing material
Cash on Hand August 1, 2014 - 05:50 pm
Transportation ₹ 300.00
To mathi
Cash on Hand August 2, 2014 - 08:32 am
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00
Tomatoes and onion
The data have saved correctly!
House rent & water charge ₹ 6,200.00
July month rent
Cash on Hand August 3, 2014 - 10:18 am

Image 44:

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### 4.4 Reports by Date

Where do you see the summaries of your records?

- By clicking on [Reports by Date] button from the home screen, in this section you can view summaries of all the income and expenses recorded (image 45).
- Using this reports you can get easily the total the income and expenses of a period of time.
  - ✍ Select a filter: only income, only expenses or all. (image 46)
  - ✍ Choose report type: by day, by period, daily, weekly, biweekly, monthly or annual. (image 47)
  - ✍ If you choose daily report you can filter by month. (image 48)
- Using the [Graph] button, you can see the report in graphical format and when you slide the screen it will display the report in different type of chart (Image 50, 51, 52 and 53)
- Using the [Export] button, you can share your reports in XLS or CSV format:
  - ✍ SD-Card
  - ✍ Gmail
  - ✍ Dropbox
  - ✍ Google Drive (Image 54, 55 and 56)
- Total income and expenses is displayed in its respective date and also the sum of all the totals is displayed on the bottom of the screen.

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### 4.4.1 Reports by Date - Images

Image 45:

Image46:

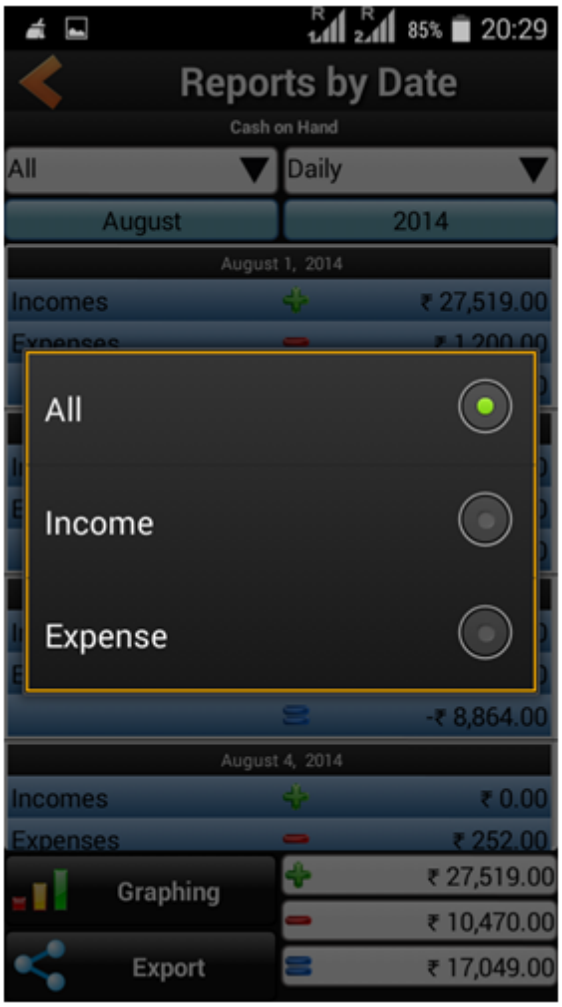


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Image 47:

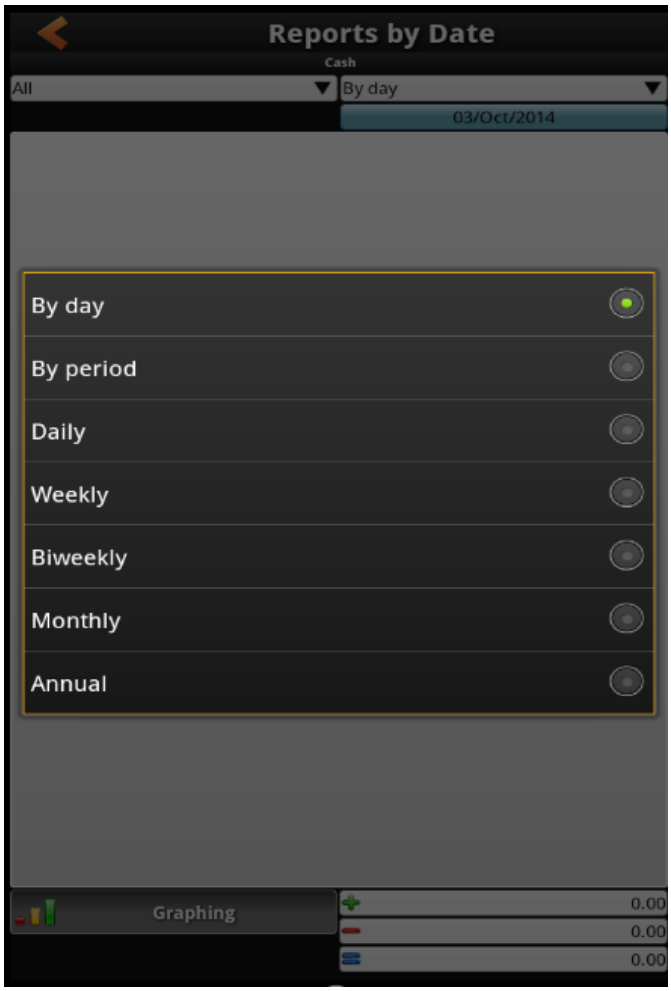
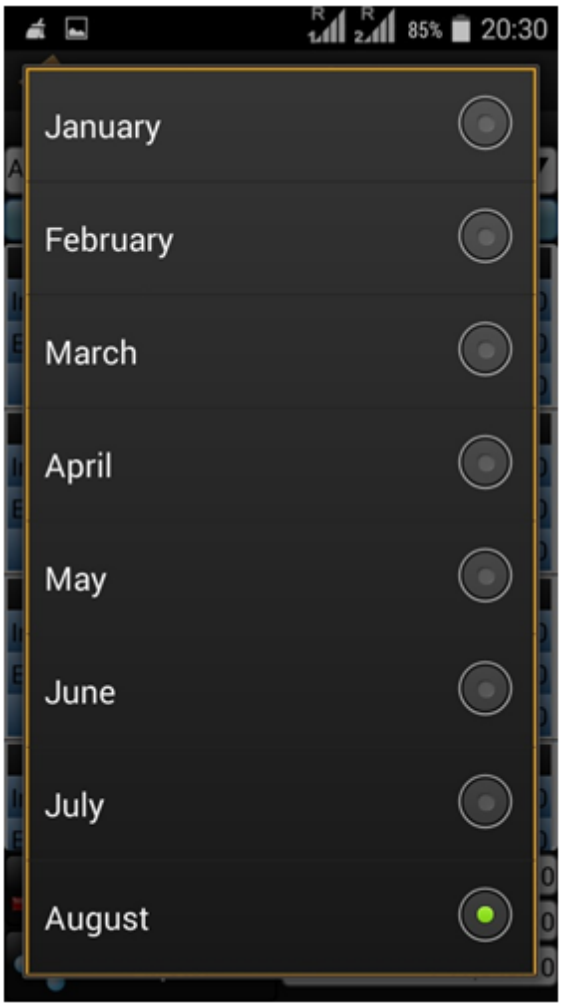



Image 48:

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# Daily Report

Image 49:

Image 50:

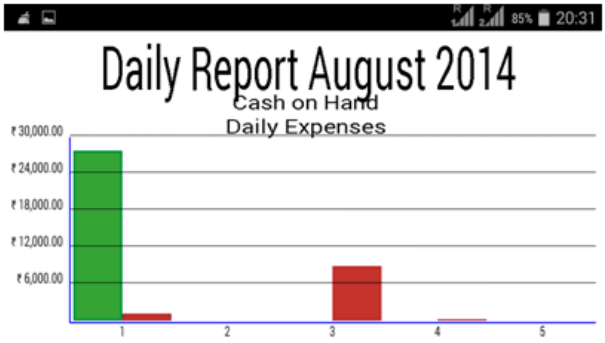
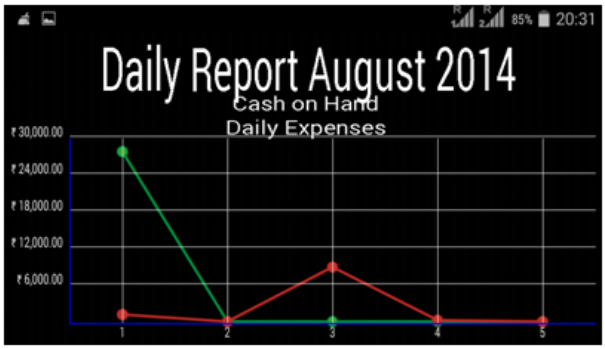



Image 51:

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# Weekly Report

Image 52:

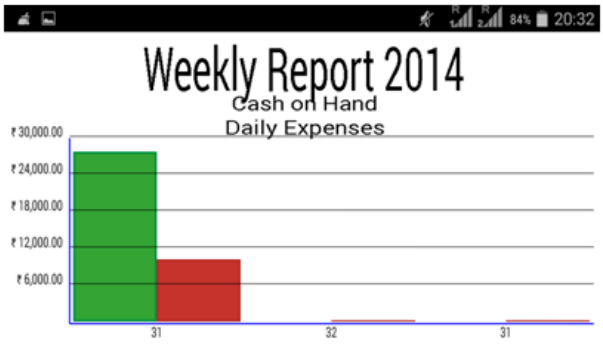


Image 53:

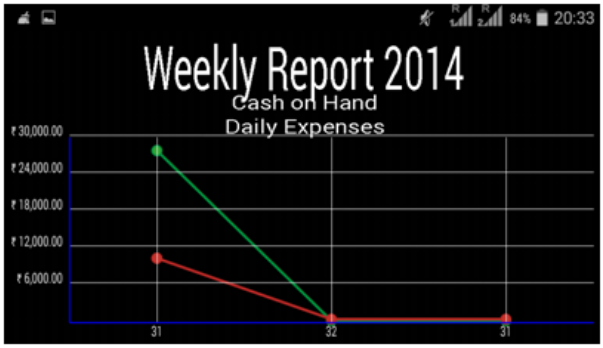


Image 54:

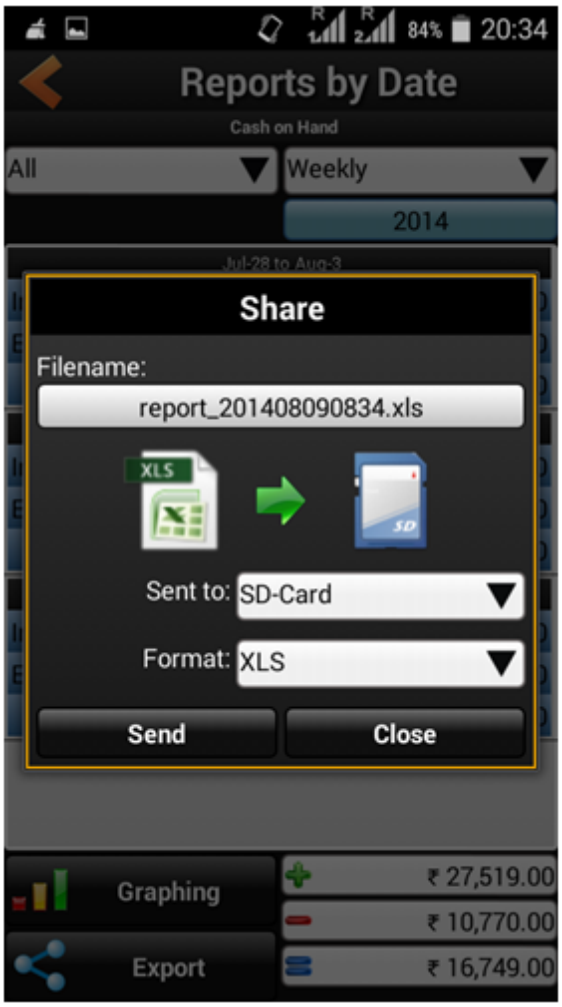


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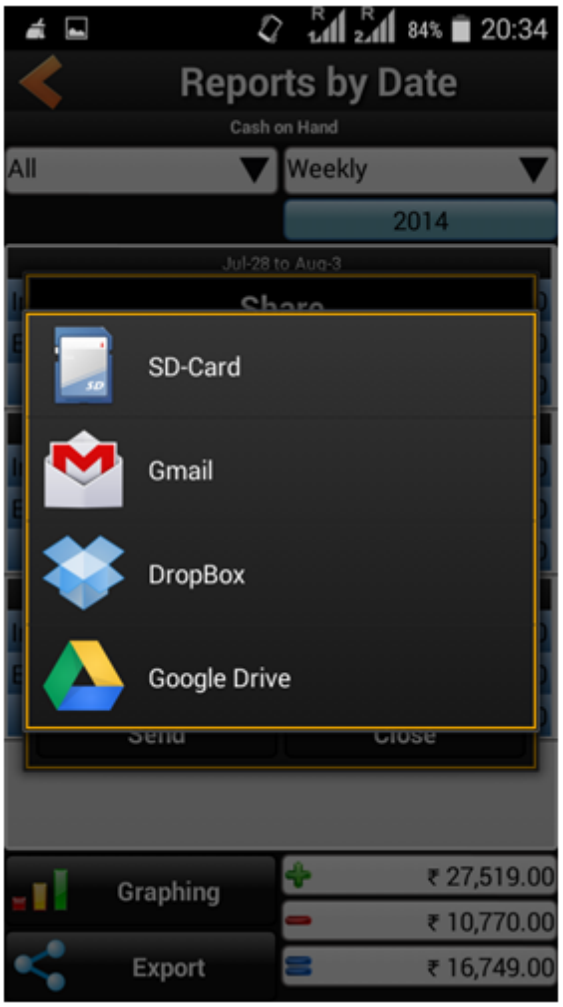
Image 55:

Image 56:

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## 4.5 Agenda

- This section draws a calendar with daily money movements and also shows the payments that are getting their due date. (image 57)
- Using the plus icon you can filter to see only income, when the plus icon is green and minus icon is grey, you can add a filter by category. (image 58 and 59)
- To see only expenses, you can do exactly the same thing using the minus icon, when the minus icon is red and the plus icon is grey, you can add a filter by category. (image 60 and 61)
- By clicking the calendar in a particular date, you can view the income and expense happened on that day. The closing balance of a day becomes opening balance next day. (image 62)
- When you have active plus and minus icons, you can't use filter by category. The active way of icon plus is when the icon is green and the active way of icon minus is when icon is red.
- By clicking the name of the month from top calendar, you can switch of one month to another. Using the arrows on the sides, you can go to the previous month or the following month.
- Touching the icon under the left arrow, you can change your the calendar presentation, then the application will

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show the cash flow of the month. (image 63)

### 4.5.1 Agenda - Images

Image 57:

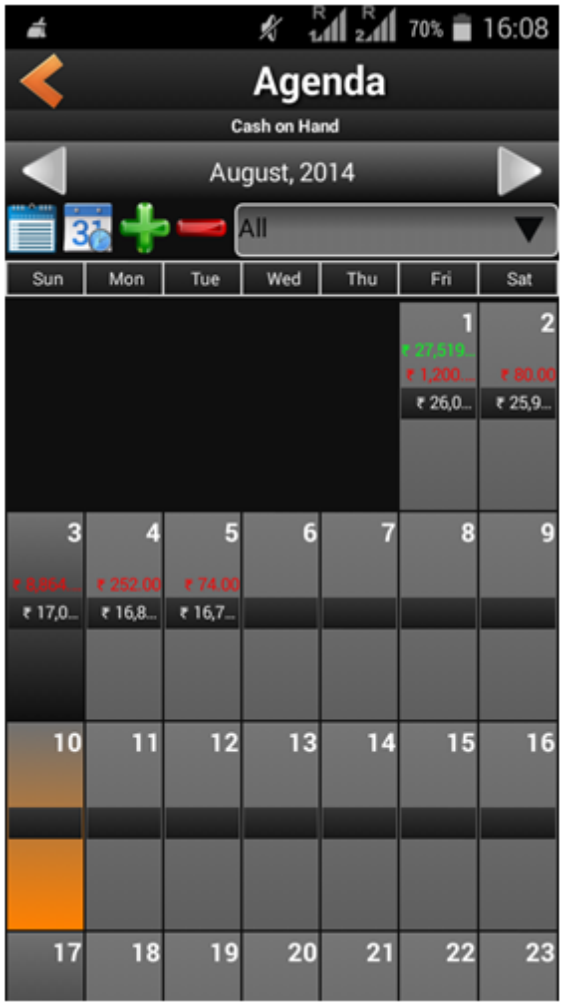


Image58:

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Image 59:

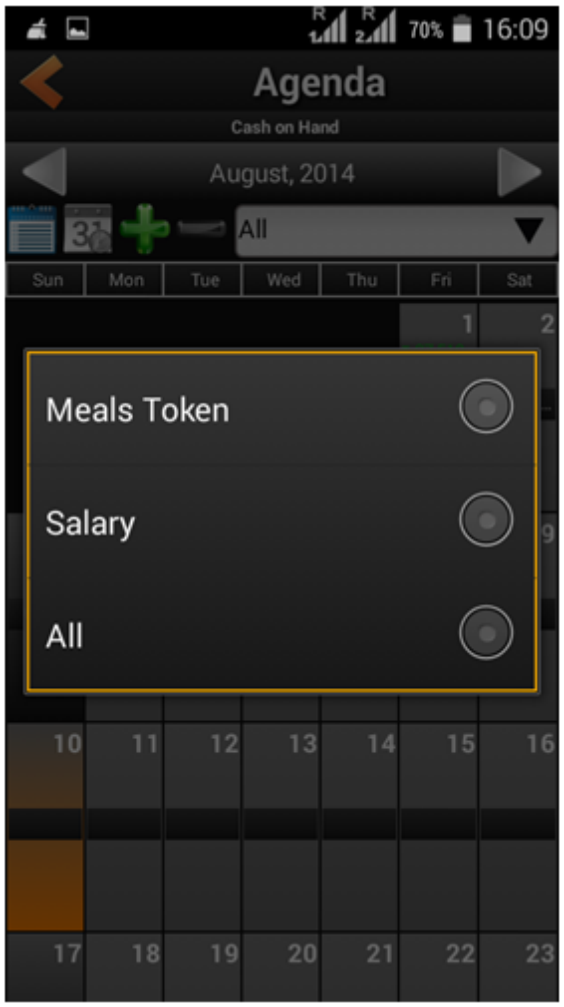


Image 60:

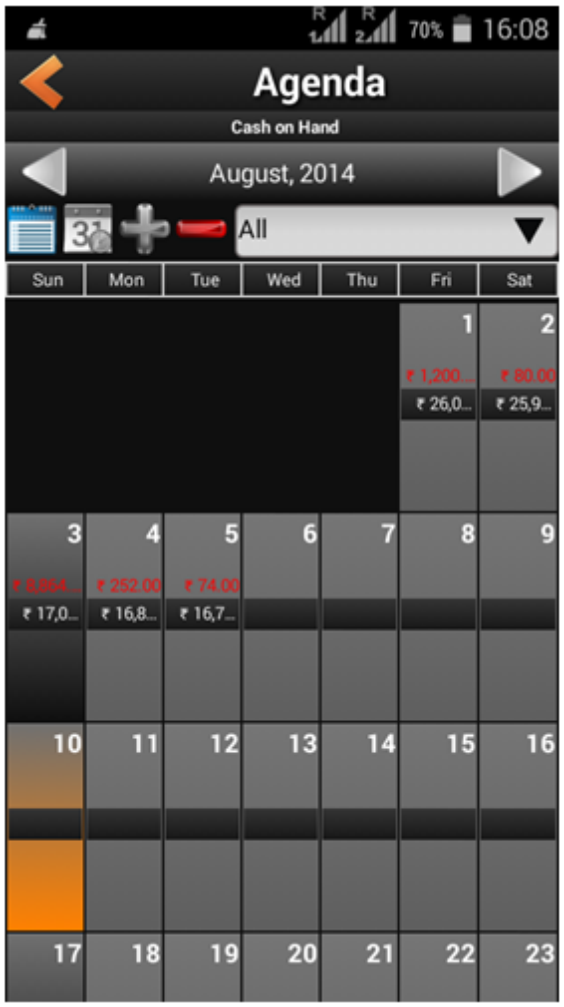


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Image 61:

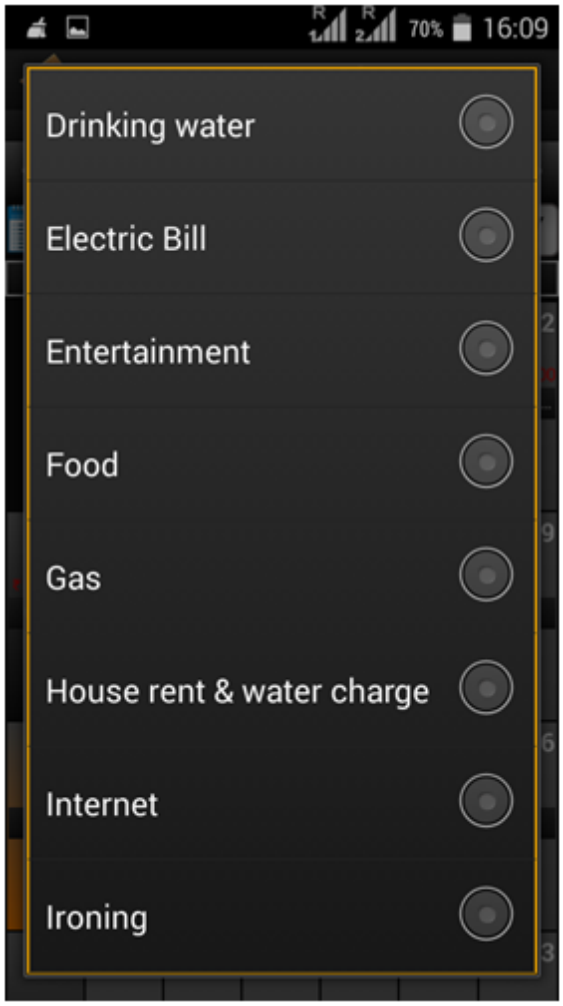


Image 62:

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Image 63:

Image 63.1:

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### 4.6 Reports by Category

How to create a summary by category?

- By clicking on [Reports by Category] button from the home screen you can access to the section for creating reports grouped by categories. (image 64)
- You can use tools to create your reports, select between income or expense and choose the period of report. (image 65 and 66)
  - ✍ By income or expense.
  - ✍ By day, by period, by week, by biweek, by month or by year.
- Each item displays its total and corresponding percentage value. (image 64)
- The total sum of each element is displayed on the bottom of report. (image 64)
- If you tap an item on list report, the application will show all the particular transactions of this category. (image 67 and 69)
- The report list is sorted from highest to smallest value in descending order. (image 68)
- If you tap the [Graph] button, the application will create a graphical report and when you slide the screen it will display the report in different type of chart. (image 70 and

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71)

- Using the [Export] button, you can share your reports in XLS or CSV format:
  - ✍ SD-Card
  - ✍ Gmail
  - ✍ Dropbox
  - ✍ Google Drive (Same in Image 54, 55 and 56)

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### 4.6.1 Reports by Category - Images

Image64 :

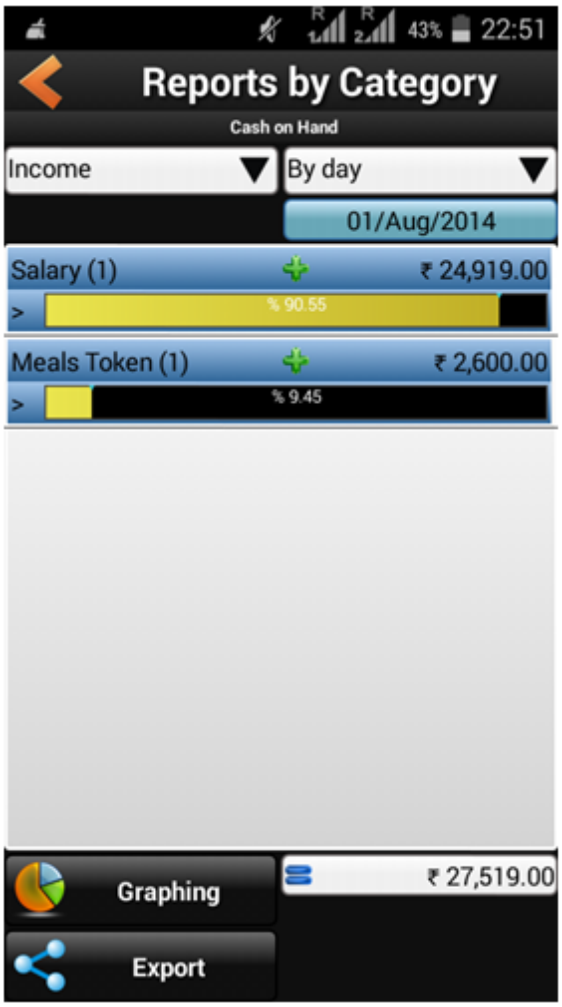


Image65:

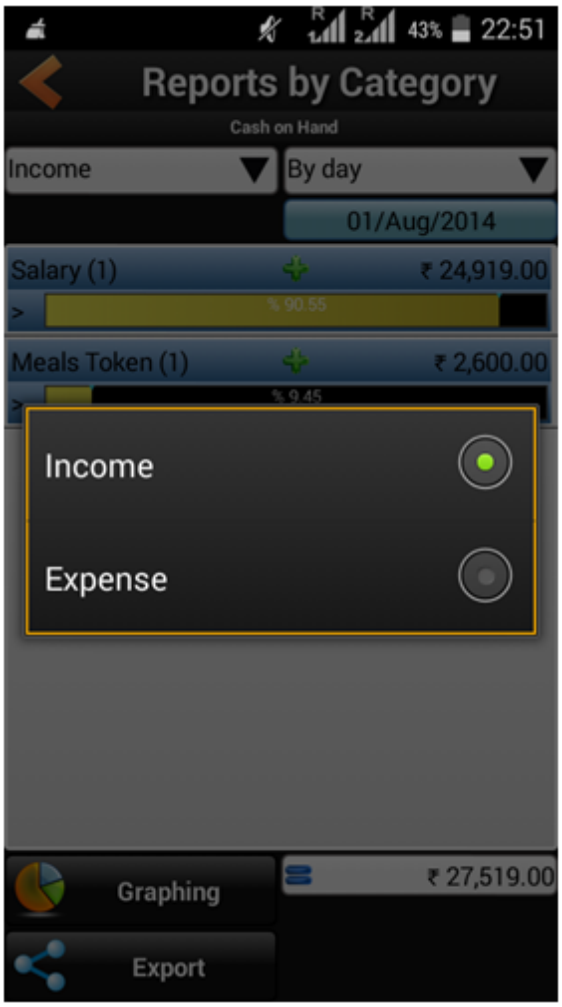


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Image 66:

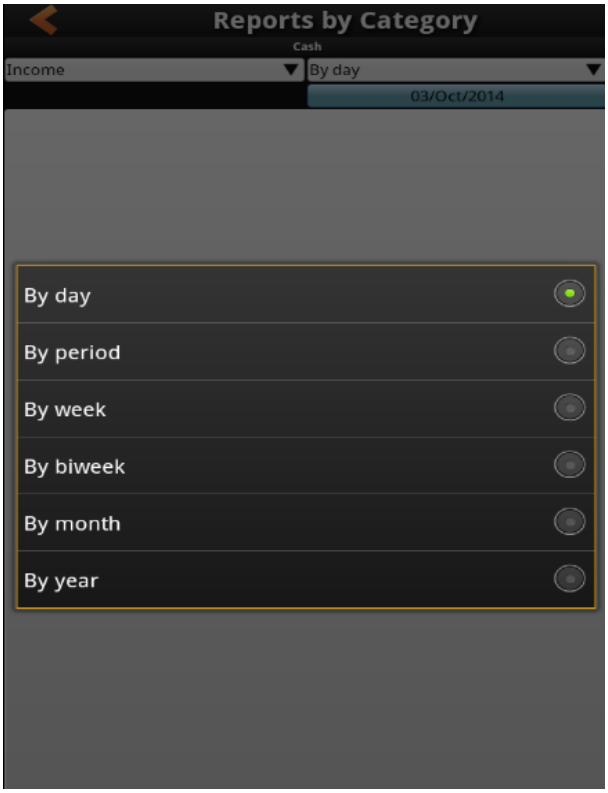


Image 67:

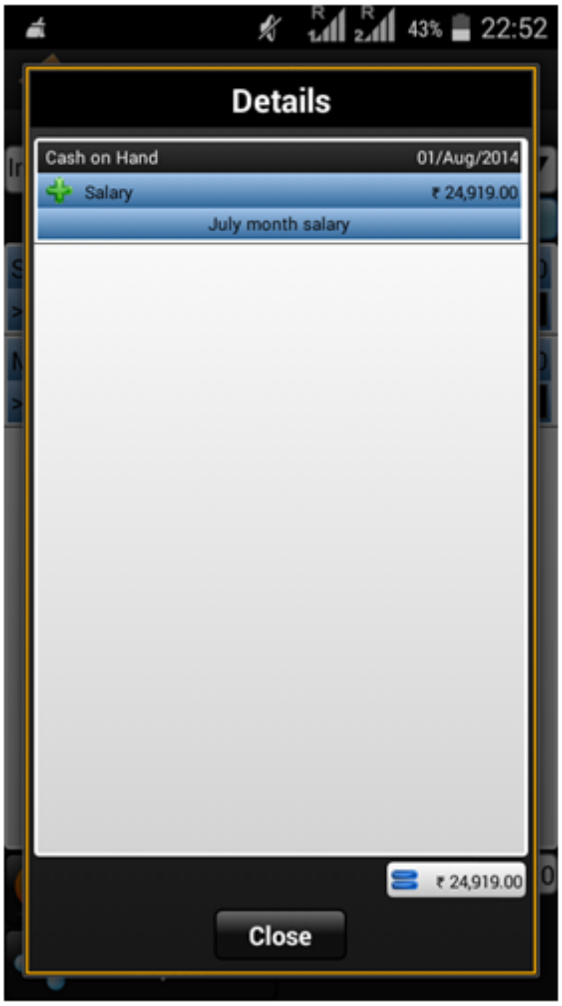


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Image 68:

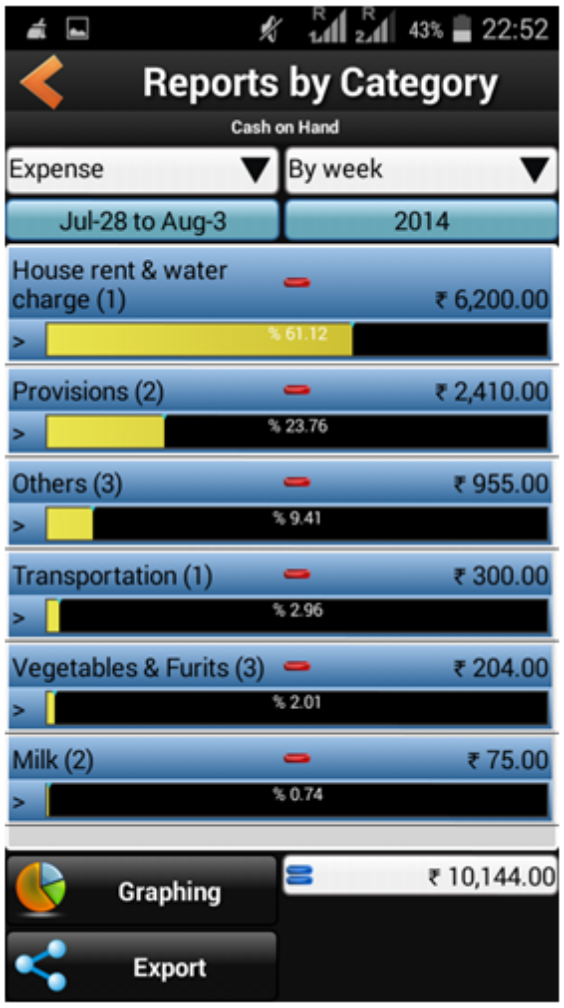


Image 69:

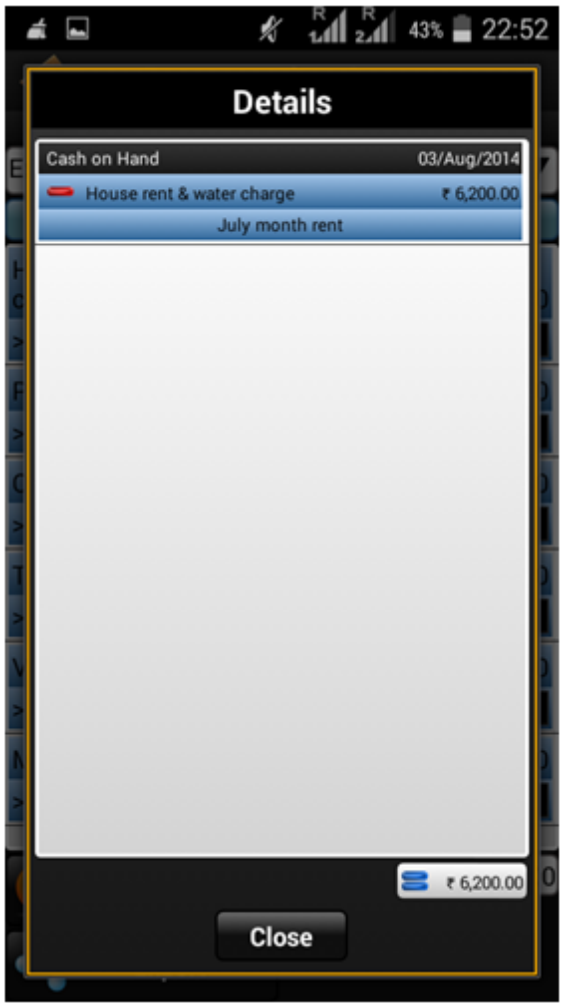


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Image 70:

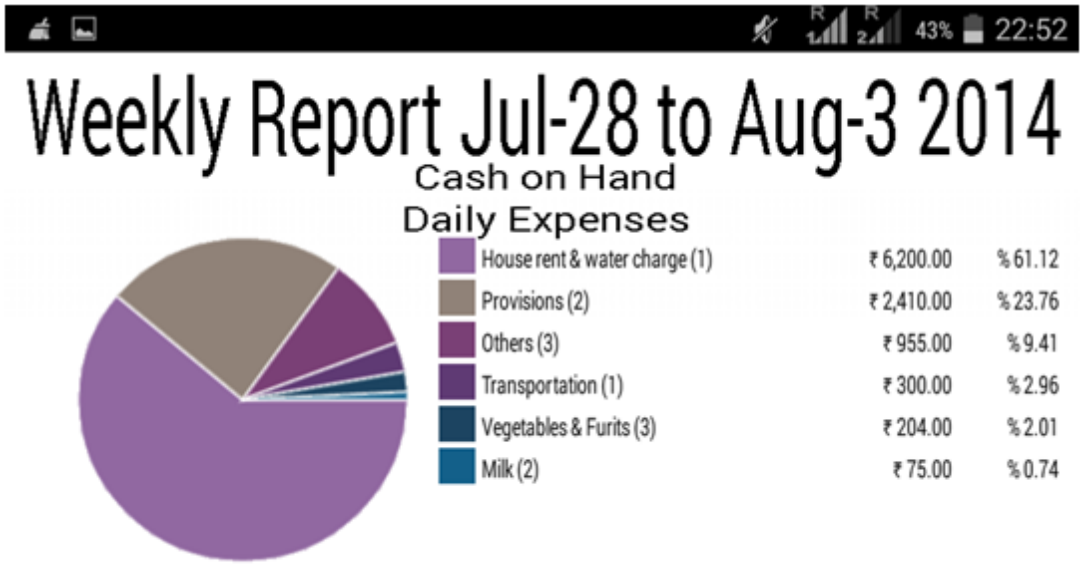
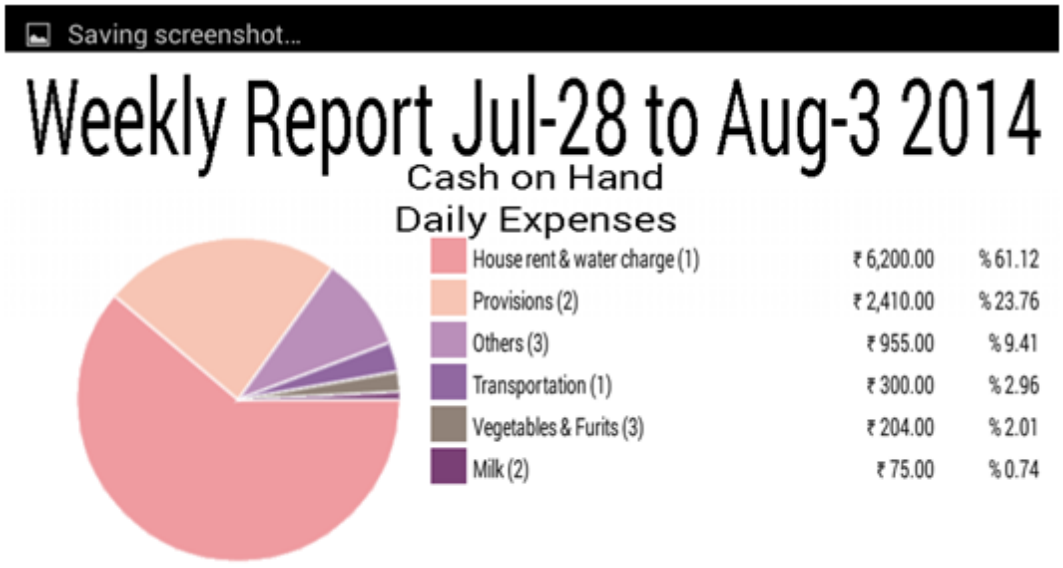

43% 22:52
Weekly Report Jul-28 to Aug-3 2014
Cash on Hand
Daily Expenses
House rent & water charge (1) ₹ 6,200.00 % 61.12
Provisions (2) ₹ 2,410.00 % 23.76
Others (3) ₹ 955.00 % 9.41
Transportation (1) ₹ 300.00 % 2.96
Vegetables & Furits (3) ₹ 204.00 % 2.01
Milk (2) ₹ 75.00 % 0.74

Image 71:


Saving screenshot...
Weekly Report Jul-28 to Aug-3 2014
Cash on Hand
Daily Expenses
House rent & water charge (1) ₹ 6,200.00 % 61.12
Provisions (2) ₹ 2,410.00 % 23.76
Others (3) ₹ 955.00 % 9.41
Transportation (1) ₹ 300.00 % 2.96
Vegetables & Furits (3) ₹ 204.00 % 2.01
Milk (2) ₹ 75.00 % 0.74

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### 4.7 Projections

What is the purpose Projections section?

- Using your own averages, a projection lets you know how long it'll reach a target of money. (image 72)
- Choose between daily, weekly, biweekly, monthly, bimonthly, quarterly, semiannual and annual. Based on your selection, the application will show your average according to your own records. (image 73)
- You must type a income higher than expense, other way the application can not create the projection and you will see a validation message. (image 74)
- Enter the target amount and select the period time, use the averages created by application or write a different amount, finally tap the [Resolve] button. (image 75, 76 and 77) Look chapter Frequent Asked Question to see an example.
- You can see your graphical projection and also export the information from list result. (image 78)

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### 4.7.1 Projections - Images

Image72 :

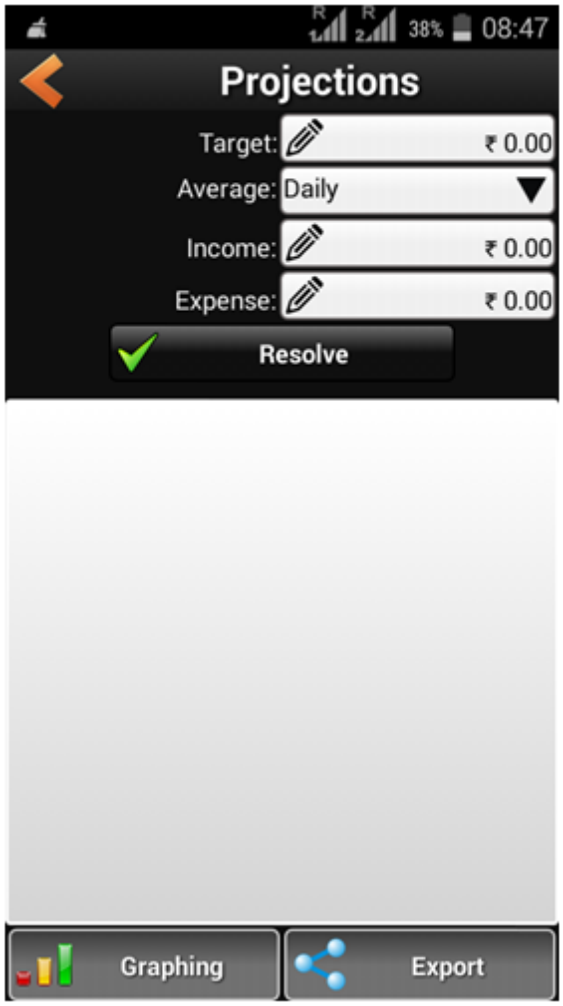


Image73:

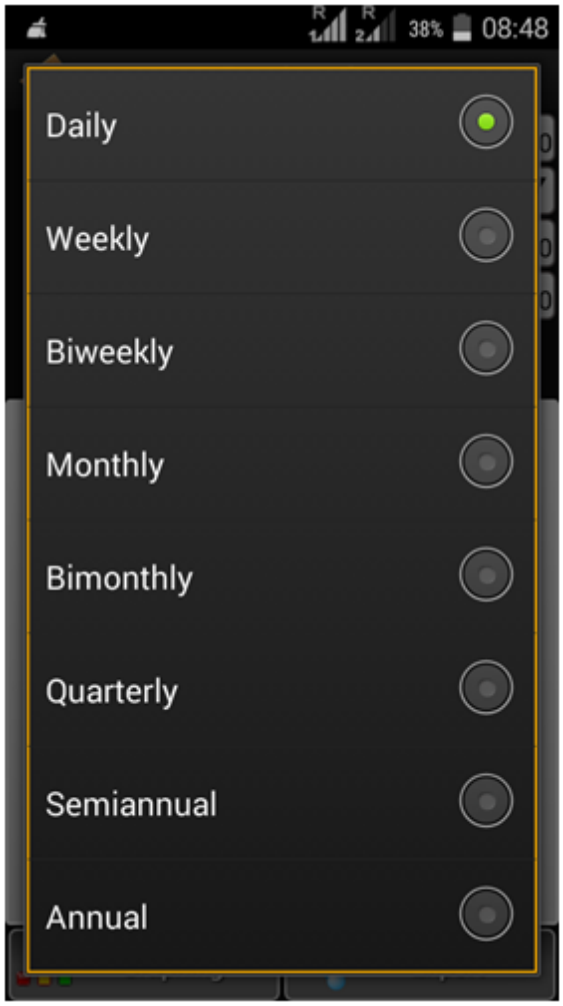


Image74:

© 2014 Michel Carvajal

Image 75:

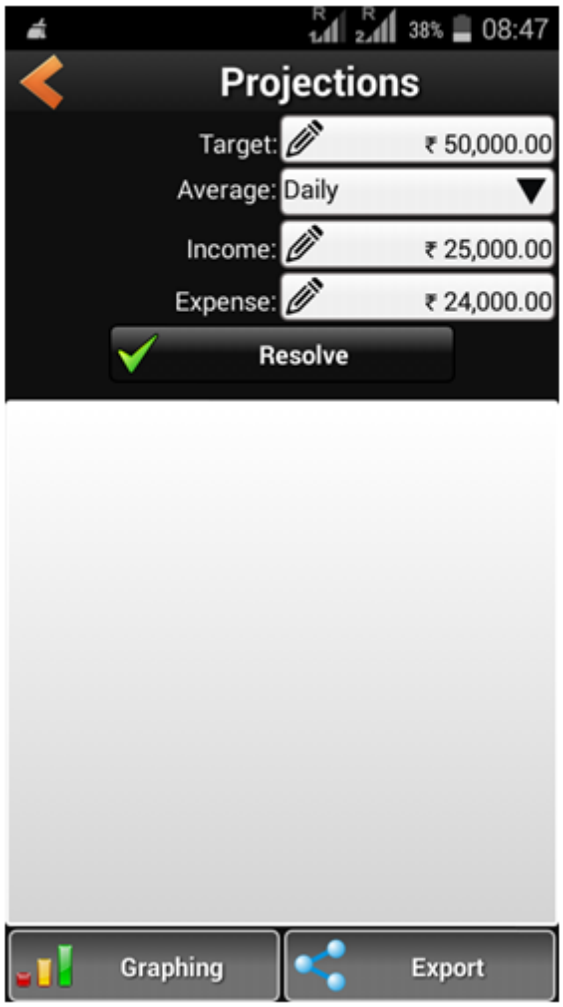


Image 76:

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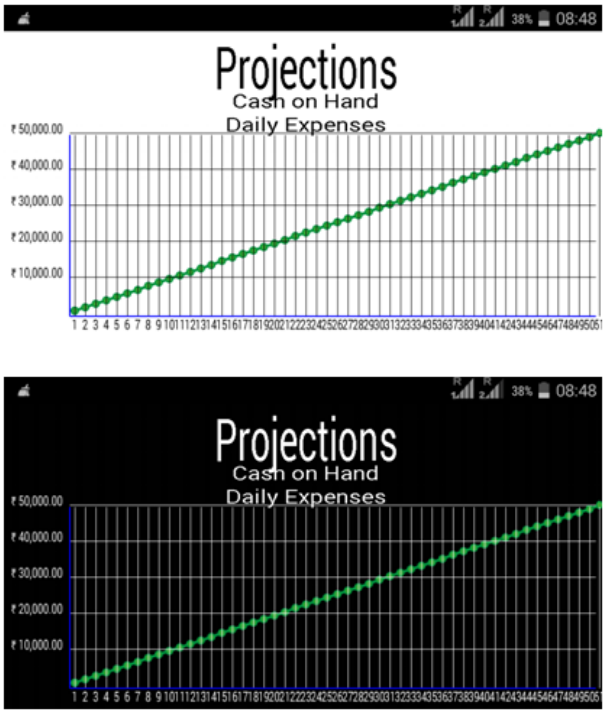
Image 77:

Image 78:

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### 4.8 Cards and Accounts

How can you add more accounts and credit cards?

- This section lets you add your own accounts as credit card, savings, debts, etc. Remember that all movements and categories are only visible within the account where you created them. (image 79)
- In this screen you can create new accounts, type the name and choose an icon, even you can set a limit for each account. (image 80 and 81)
- At the time of creating new account, you must select the account type. If you select between income or expense, the account will have a different behavior. (image 82)
- You can transfer an amount from an account (Source) to another (Destination). (image 83)
- On this list, the accounts for income shows the balance in favor with the bar in green color. And the debit balance is shown with a bar in red color.
- Categories and movements made for particular account are not visible to other accounts. (image 84)
- You can edit, delete or view more details from an account, to do this, you have to select the account from the list. (image 85 and 86)

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- On the details dialog, you can view some statistics of income, expenses and balance. (image 86)

### 4.8.1 Cards and Accounts Images

Image79 :

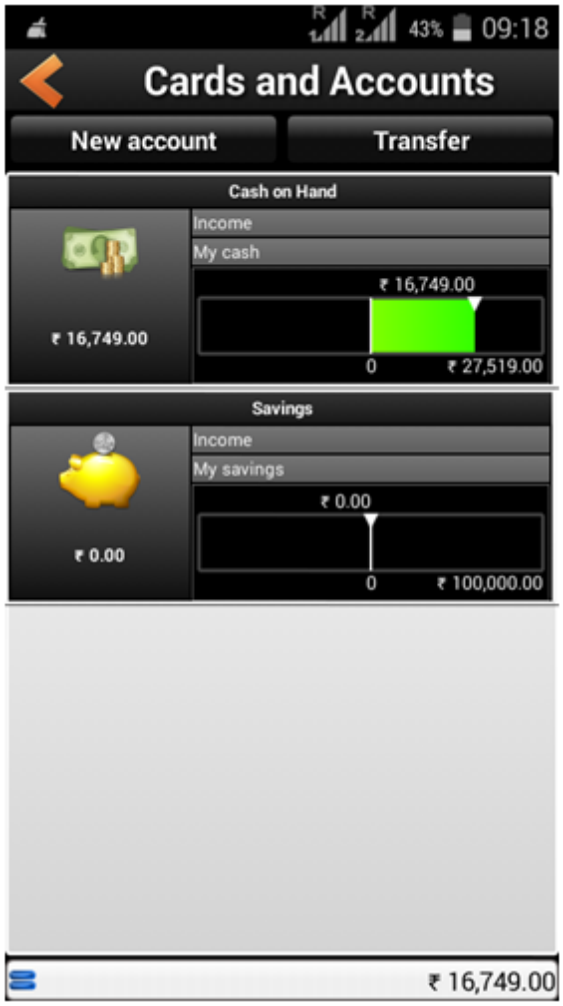


Image80:

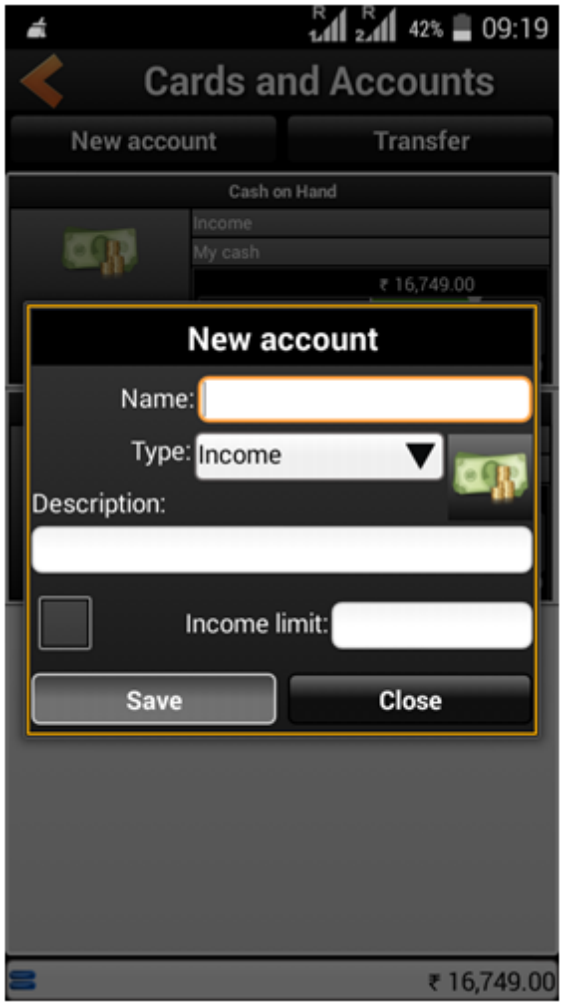


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Image 81:

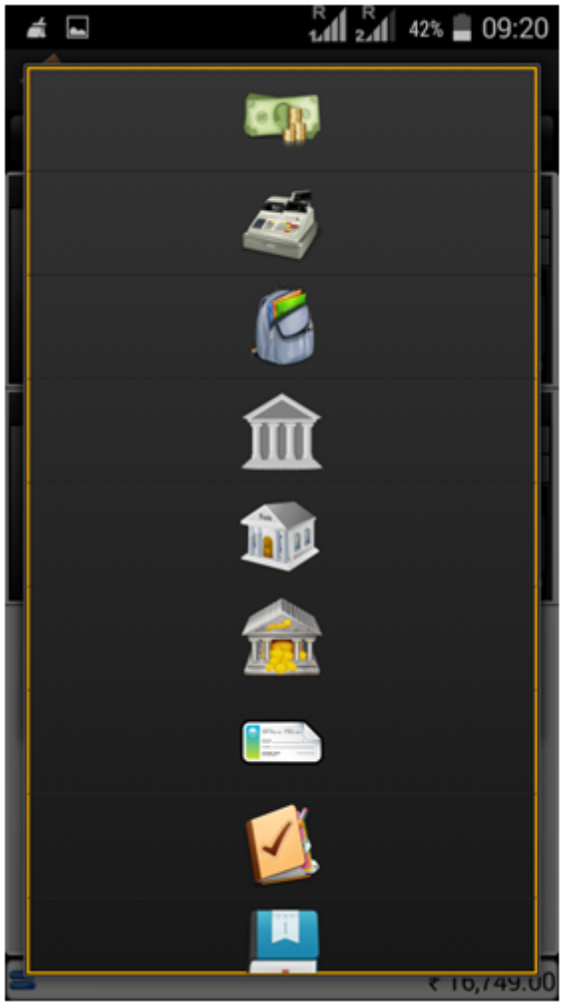


Image 82:

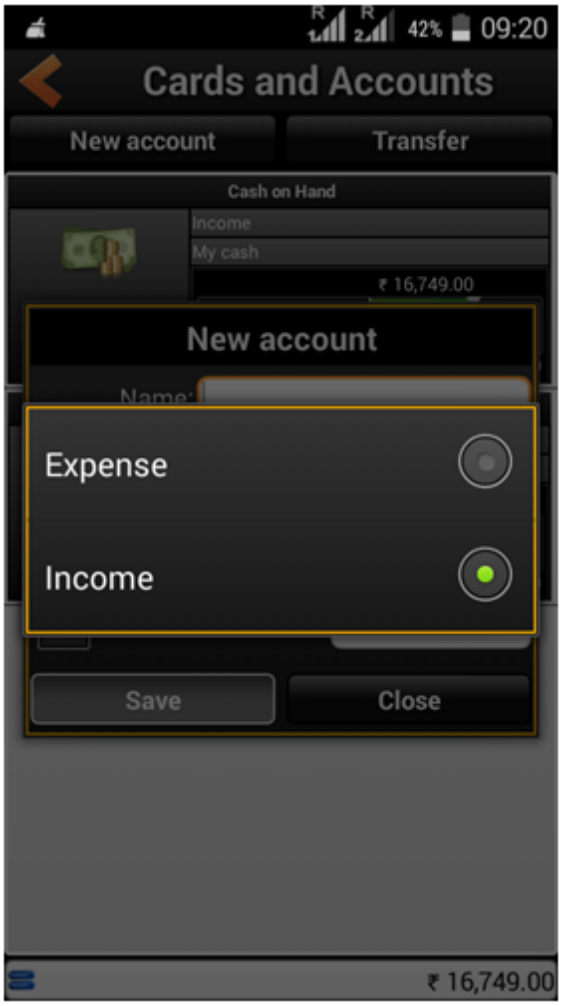


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Image 83:

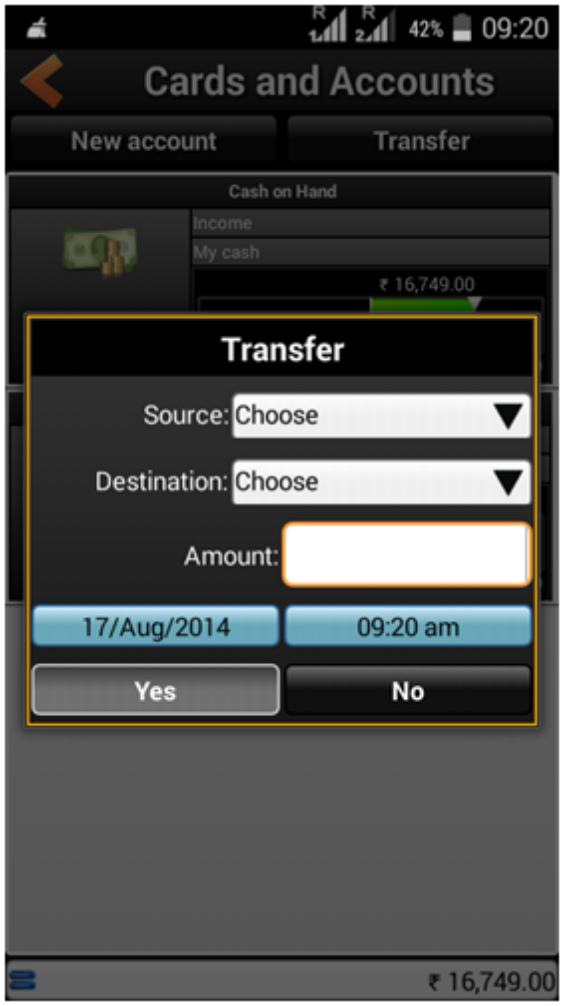


Image 84:

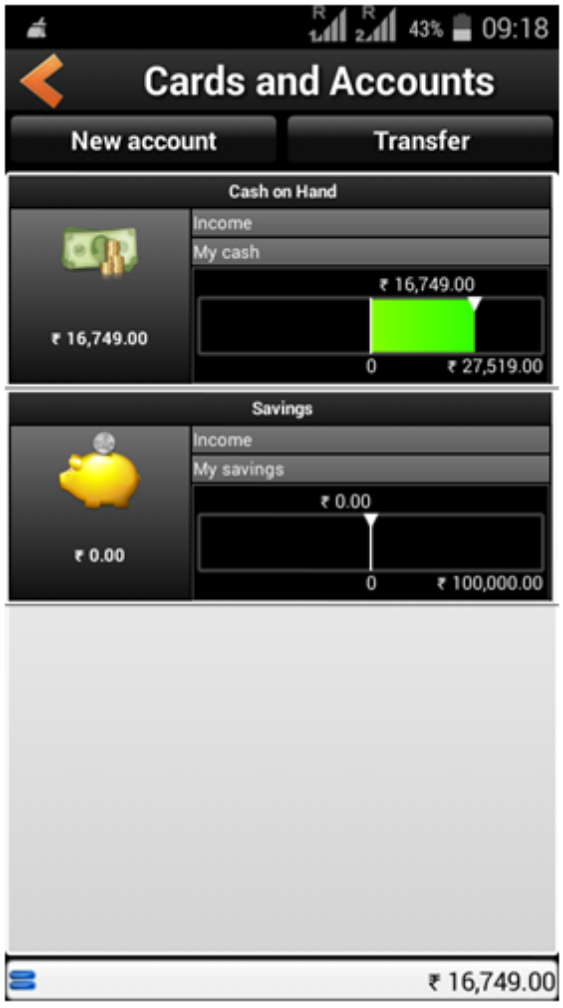


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Image 85:

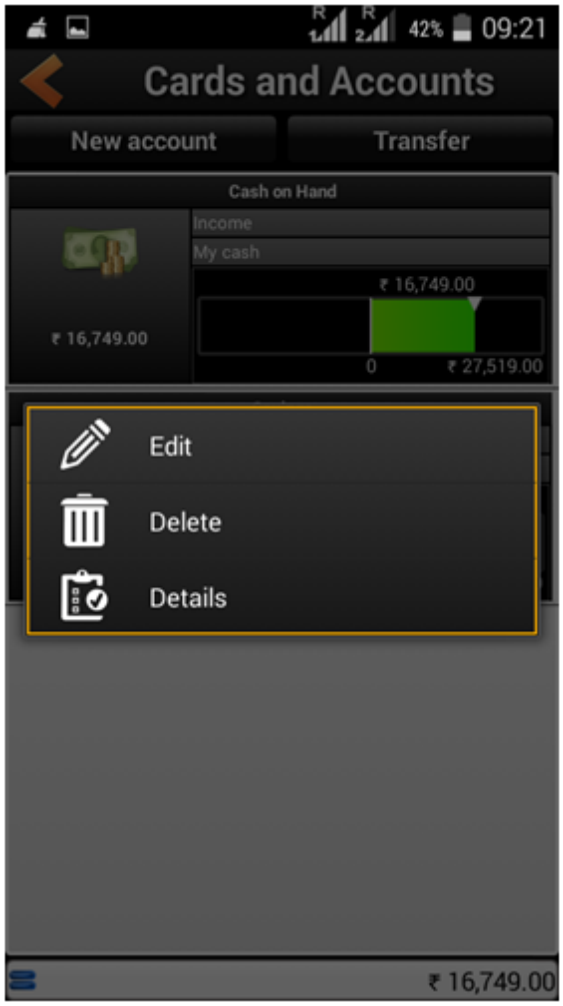
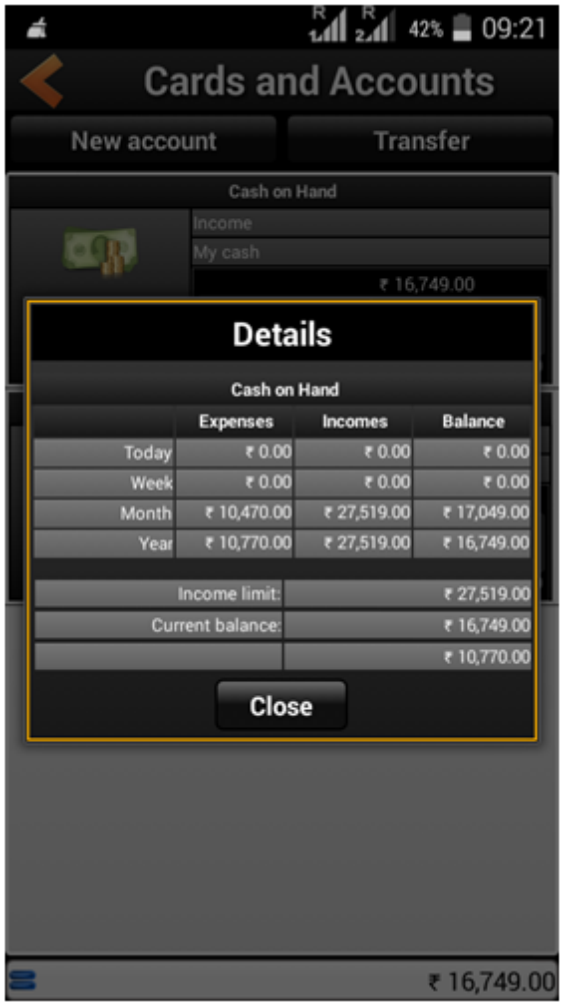



Image 86:

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### 4.9 Frequent Records

How to configure Frequent Records?

- Using this screen you can schedule the movements automatically (image 87). Below more details are explained:

| Input Criteria | Examples |
|---|---|
| Type | Type of entry you want to schedule for the automatic operation. (image 88)<br><br>Ex: income or expense. |
| Rule | It refers to the rule for creating the automatic operation. (image 89)<br><br>Example: daily, weekly, biweekly, monthly, bimonthly, quarterly, semiannual or annual. |
| Period | From which day the automatic movements (Operation) will happen<br><br>Example using like rule "Daily": day 1, day 2…..day 31 |
| Repeat | Is the number of times the operation will be repeated. (image 91)<br><br>Example: 1 time, 2 times …. Infinite |
| Start | It is the date when the operation begins. (image 92) |

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| | |
|---|---|
| | Example: 26/July/2014 |
| Account:(pro version) | It is the account where the operation will be created, is available in pro version. (image 93)<br>Example: cash on hand, savings, bank, etc. |
| Category | It refers to the category used to label the operation created. (image 94)<br>Example for income: salary, sales, loan, etc.<br>Example for expenses: transportation, food, drinks, etc. |
| Amount | It is an amount to be increased or reduced in the operation.<br>Example: $500.00, $200.00, etc. |
| Description | Example: monthly rent of the house. |

- The scheduled operations don't affect the balance, nor reports, these are taken into account, when the application will add them to the Movement List. (image 95)
- You can view all the records created by your automatic operation, to do this, tap the [Scheduled records] button on the top of the screen. (image 97)
- You can create, view, edit or delete any of the automatic operations that you have created. Tap an item from the list and the application will show a menu. (image 98)

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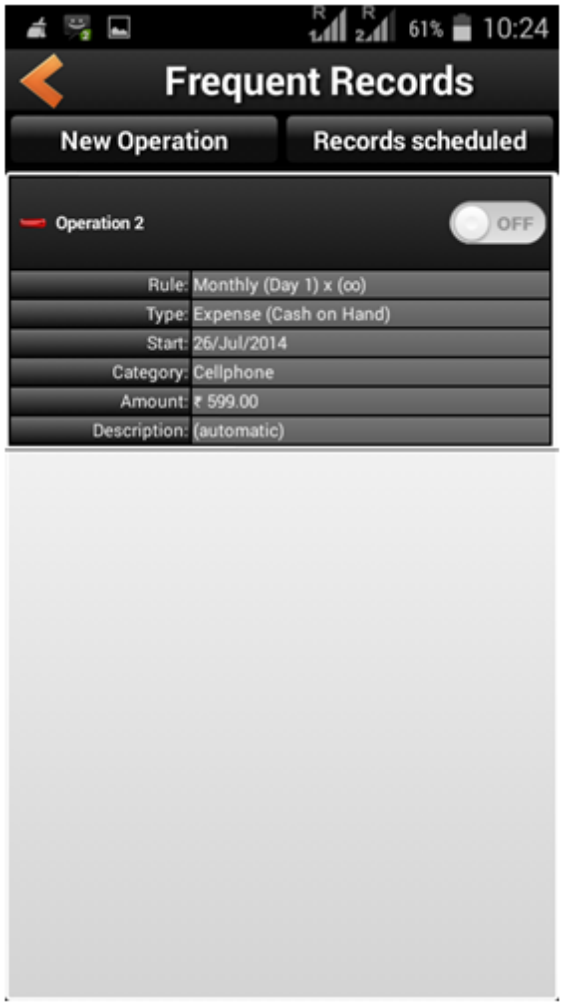
### 4.9.1 Frequent Records Images

| Image87 : | Image88: |
| --- | --- |



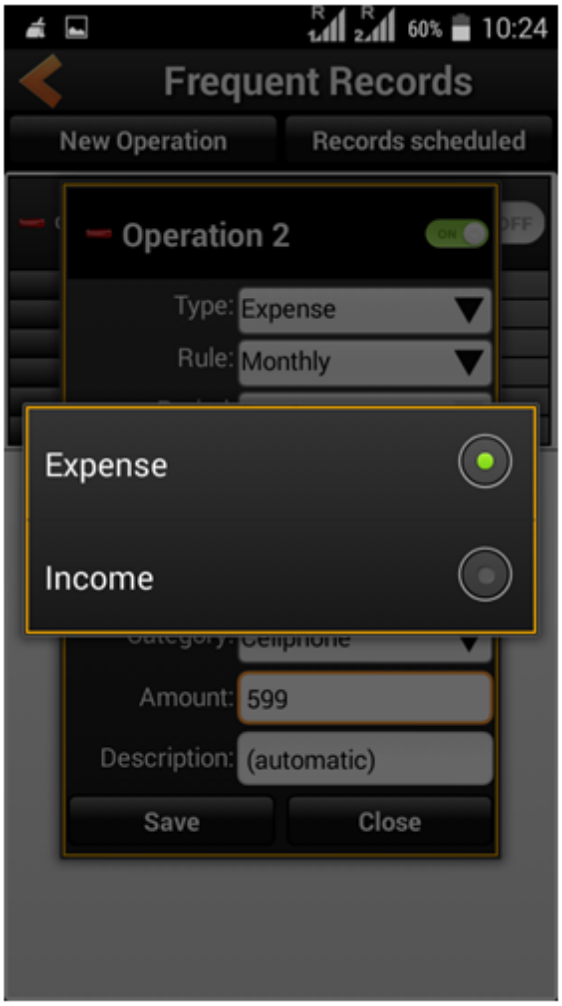




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Image 89:

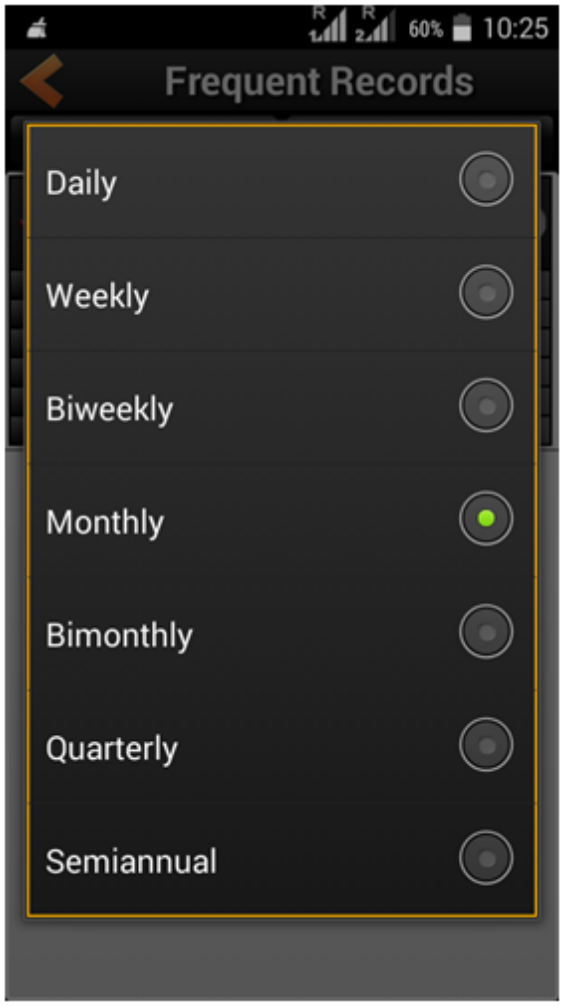


Image 90:

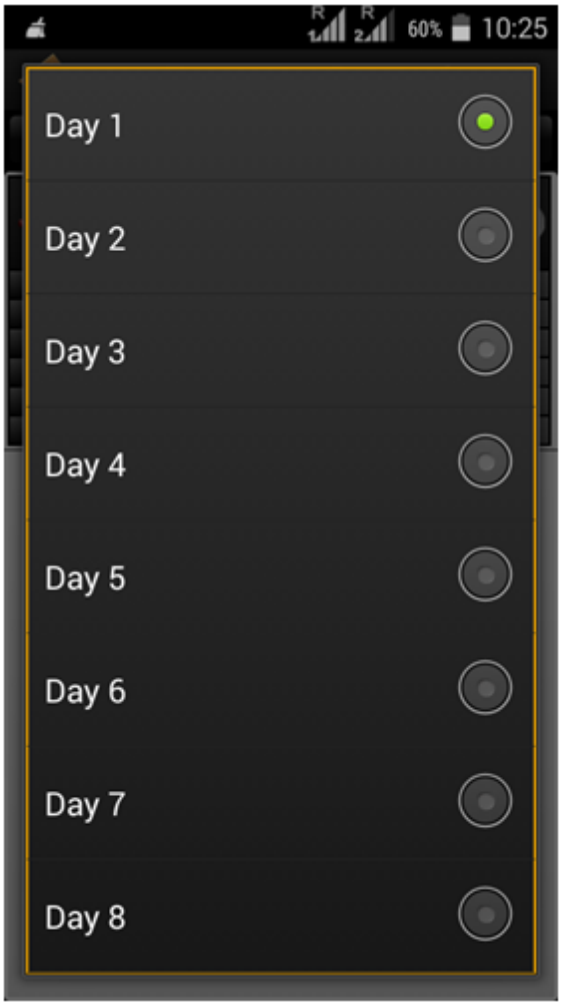


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Image 91:

Image 92:

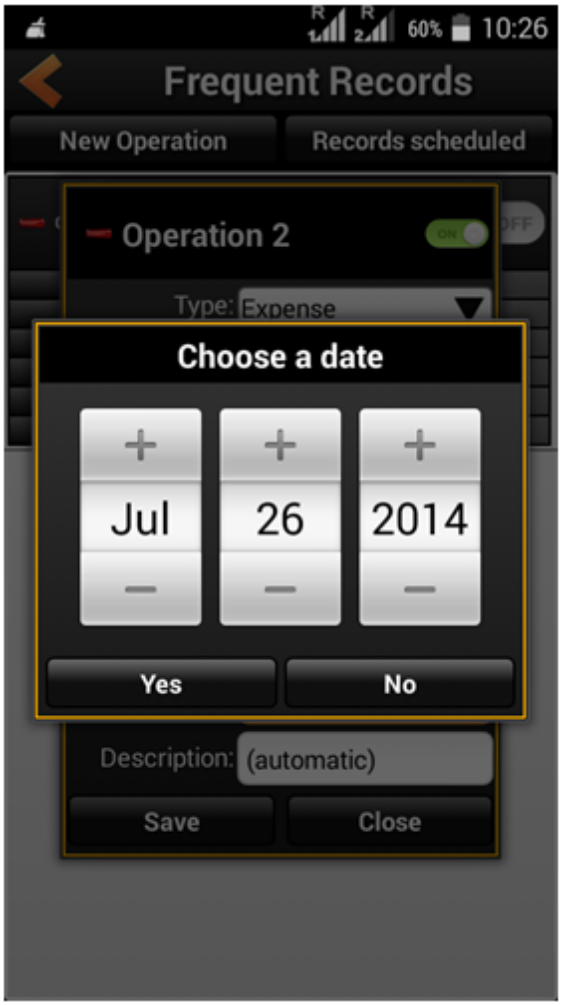


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Image 93:

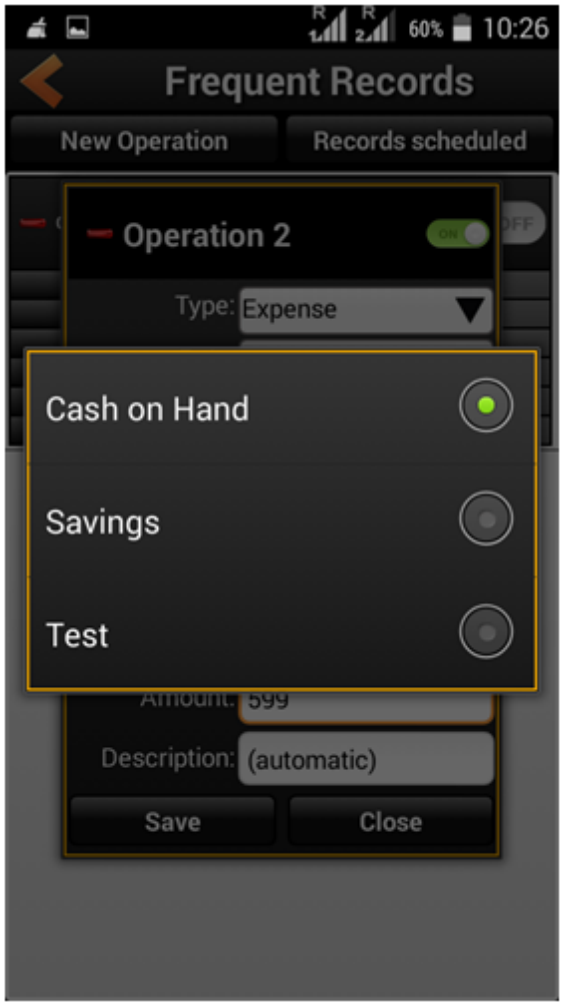


Image 94:

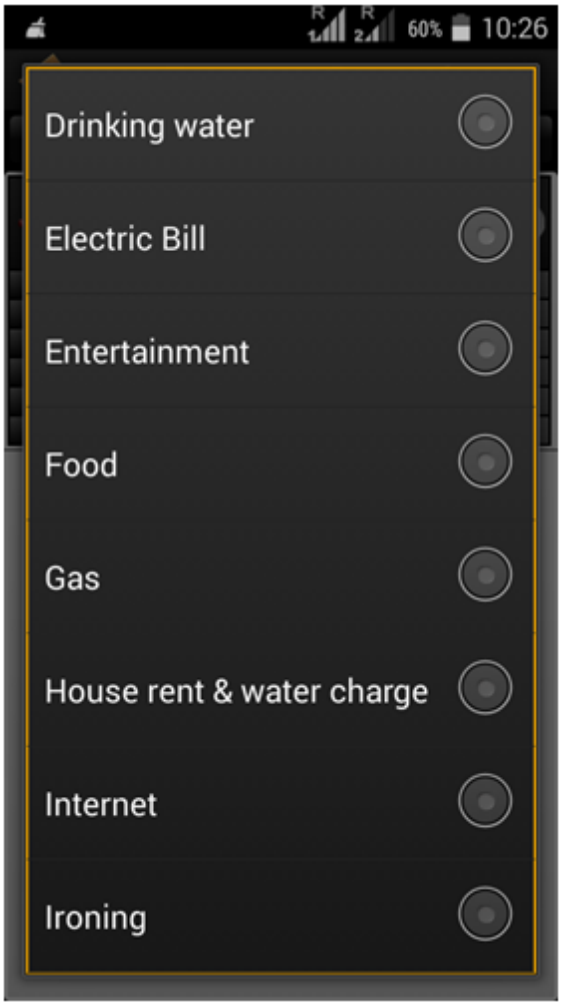


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Image 95:

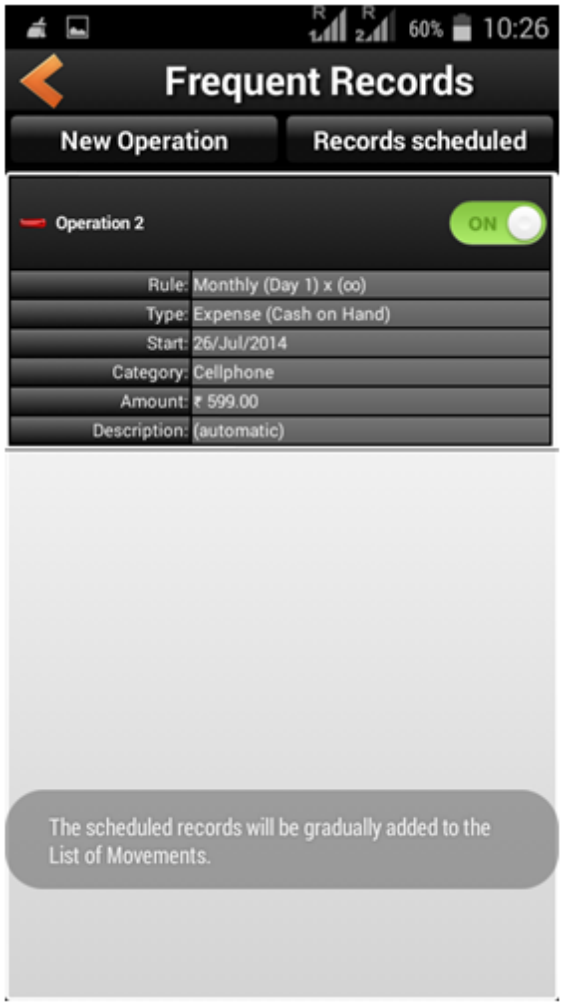


Image 96:

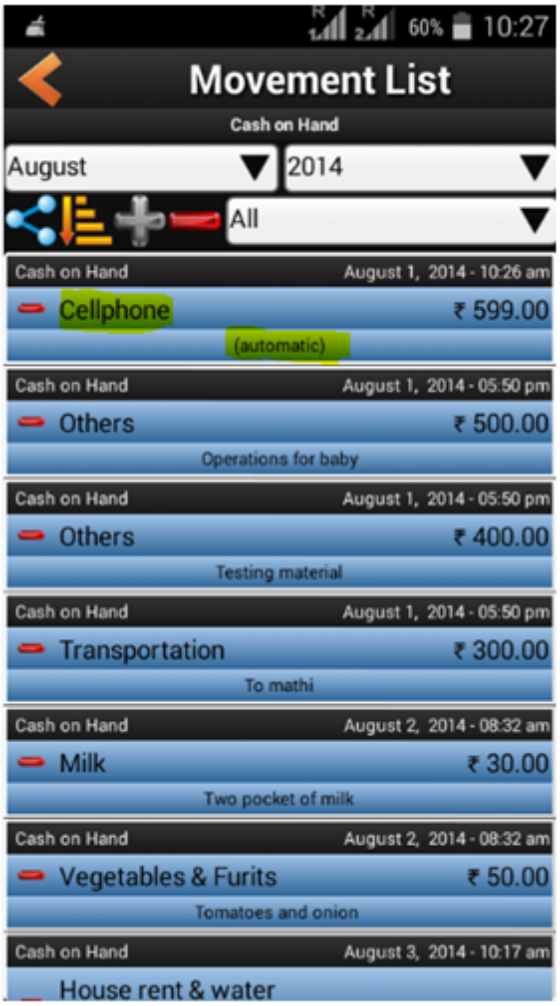
60% 10:27
Movement List
Cash on Hand
August
2014
All
Cash on Hand August 1, 2014 - 10:26 am
Cellphone ₹ 599.00
(automatic)
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 500.00
Operations for baby
Cash on Hand August 1, 2014 - 05:50 pm
Others ₹ 400.00
Testing material
Cash on Hand August 1, 2014 - 05:50 pm
Transportation ₹ 300.00
To mathi
Cash on Hand August 2, 2014 - 08:32 am
Milk ₹ 30.00
Two pocket of milk
Cash on Hand August 2, 2014 - 08:32 am
Vegetables & Furits ₹ 50.00
Tomatoes and onion
Cash on Hand August 3, 2014 - 10:17 am
House rent & water

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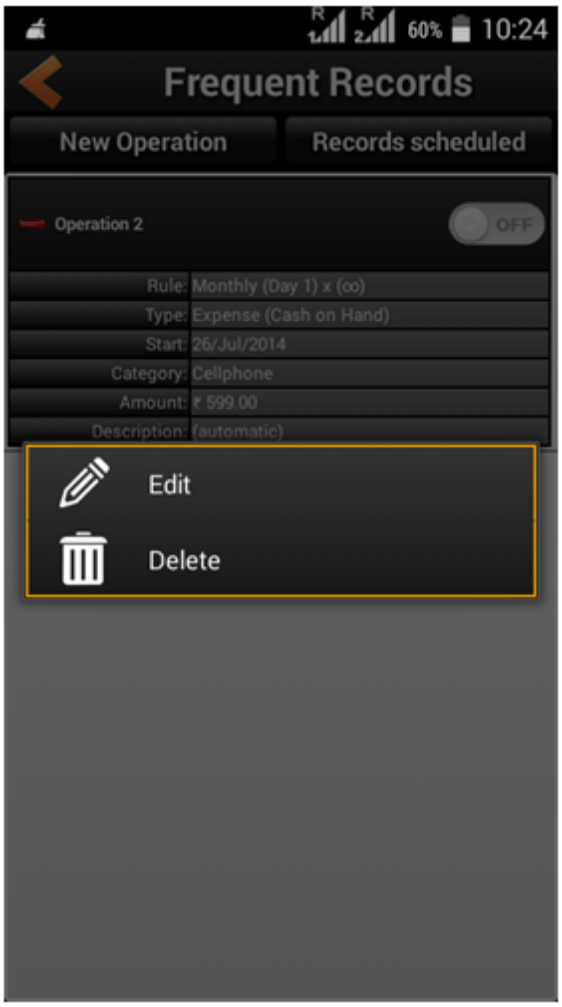
Image 97:

Image 98:

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### 4.10 Settings

How to configure the application?

- From setting you can create new categories. Reset, backup and restore your database. Enable or disable the application password to validate the access. Choose the currency format and format date. (image 99)

| Option | Description |
|---|---|
| Income Categories | Is used to create, edit or delete categories for income. (image 100) |
| Expense Categories | Is used to create, edit or delete categories for expenses. (image 101) |
| Currency Format | You can choose the currency symbol, change currency format and also you can hide and show the decimal values. (image 102)<br><br>The application shows an example of criteria you selected. |
| Date and Time Format | You can change the format from date and time used into your current area. (image 103) |
| Change colors (pro version) | You can change the application colors to black, blue, green, pink, purple, red, white or yellow. (image 104 and 105) |

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| | |
|---|---|
| DropBox | This option enable and disable the link with Dropbox, you must active if you want upload files to Dropbox. (image 106) |
| Database | • This section shows the total records you have created on each table of database. (image 107)<br>• You can reset the database using the [Reset] button, be careful because this function delete all records and categories.<br>• You can create backup from your database, to do this, click [Backup] button. If you have pro version you can send your backup to SD-Card, Gmail, Dropbox or Google Drive.<br>• To restore any backup, use the [Restore] button, the application will show a list with backups, if you have pro version you will see as item: "Search on Dropbox" and "Search on Drive". Last functions will search any backup created on your cloud to restore it.<br>• On the top of the Database screen, there is a checkbox, if the checkbox |

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| | |
|---|---|
| | is active, the application will create a backup on your SD-Card. This automatic backup is created every day, after 8 days, the application will delete the older backups (more than 8 days).<br>• Last backed by date and time displayed in the screen |
| Password | • With this option you can protect your information, by activating the checkbox "activate protection". (image 108)<br>• Once password and confirm password has been entered correctly, you should type an email for password recovery purpose. Preferably uses a different email than you uses for your Google account. (image 108)<br>• If you forget your password, use the function "Recover password", the application will send an email to the direction you have proportioned before. (image 109) |
| Rate application | This function will open the Google Play Store, then you can rate the application. (image 110) |
| About the | A window displays brief hints about |

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| | |
|---|---|
| application | the application and version of the application. (image 111) |
| About PRO function | A window displays brief notes about the pro version functionality. (image 112) |
| Development and contact | This section provide email contact with developer, to submit suggestions in translation and displays the name of people who has helped to improve the application. (image 113) |
| Help | Display brief descriptions about all sections that have the application. (image 114) |

- When password protection is enabled, the icon in home screen is displayed on different way than normal icon.

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### 4.10.1 Settings Images

Image99:

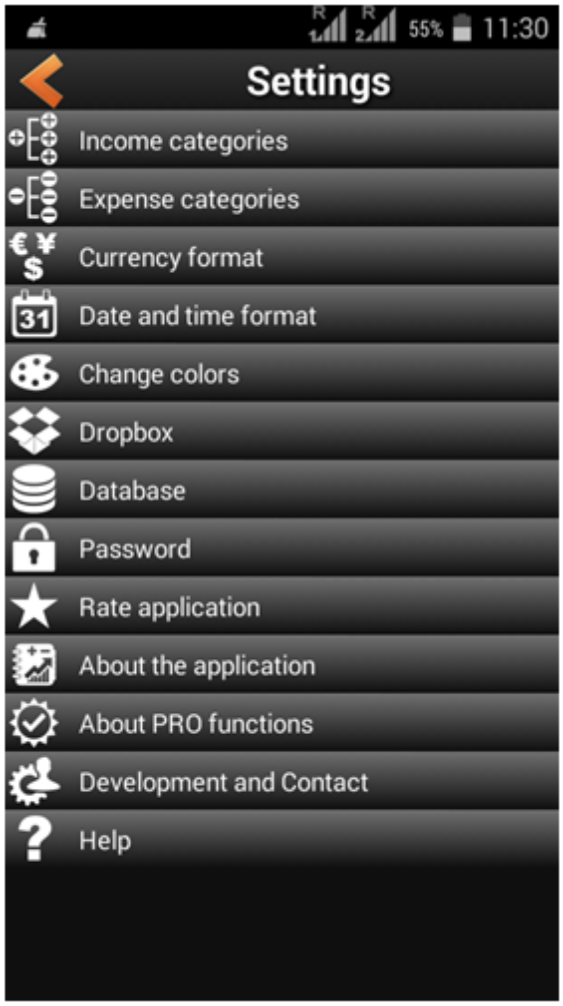


Image100:

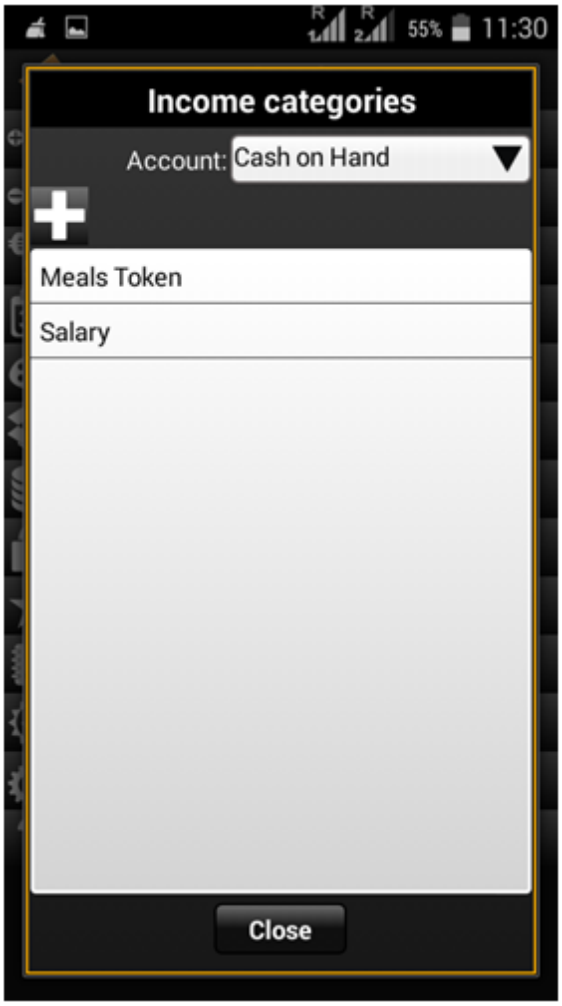


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Image 101:

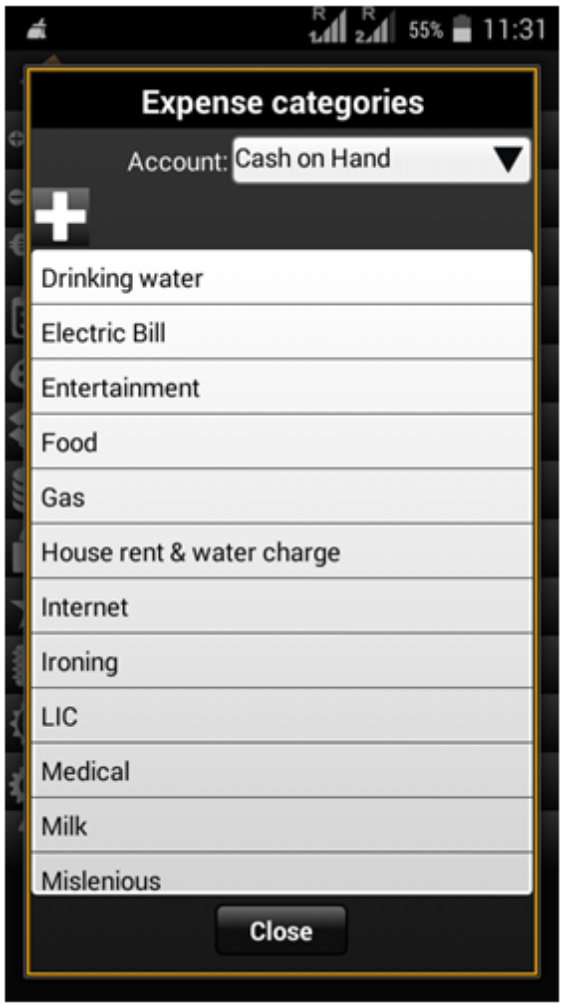


Image 102:

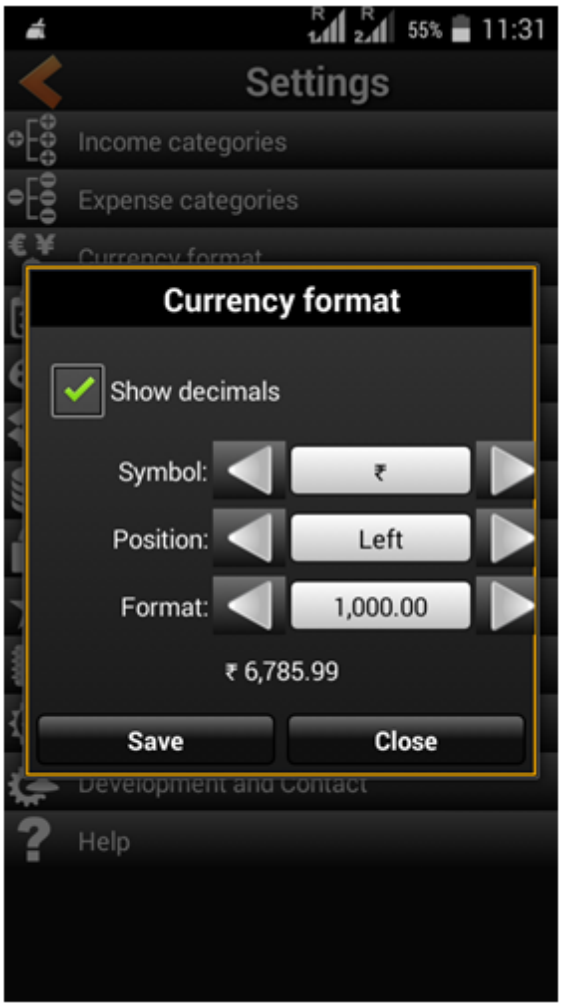


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Image 103:

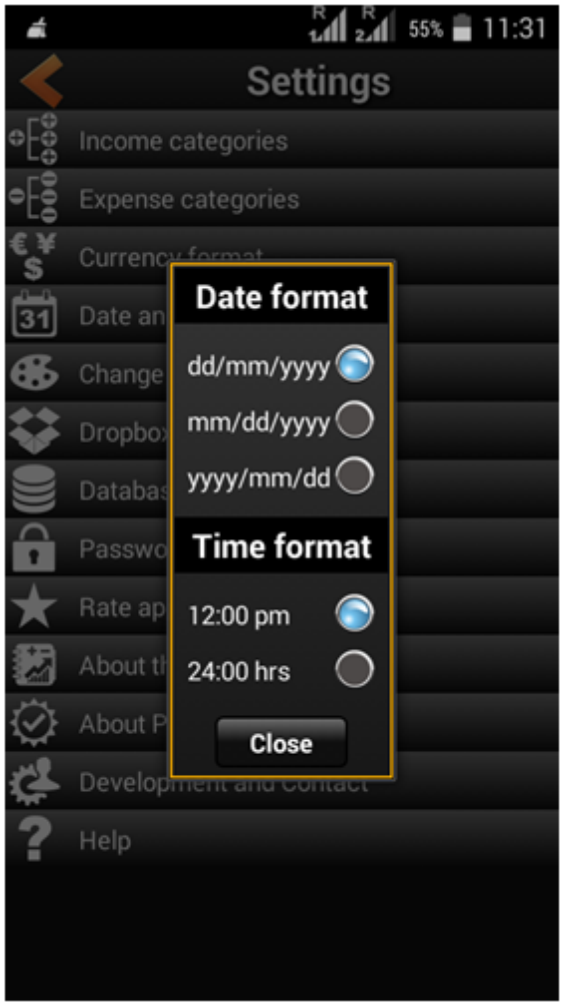


Image 104:

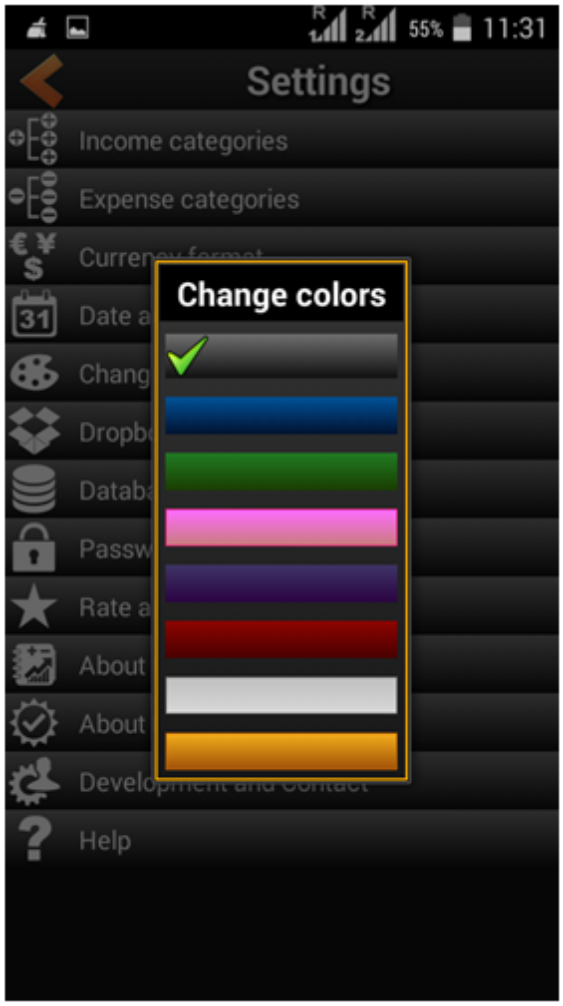


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Image 105:

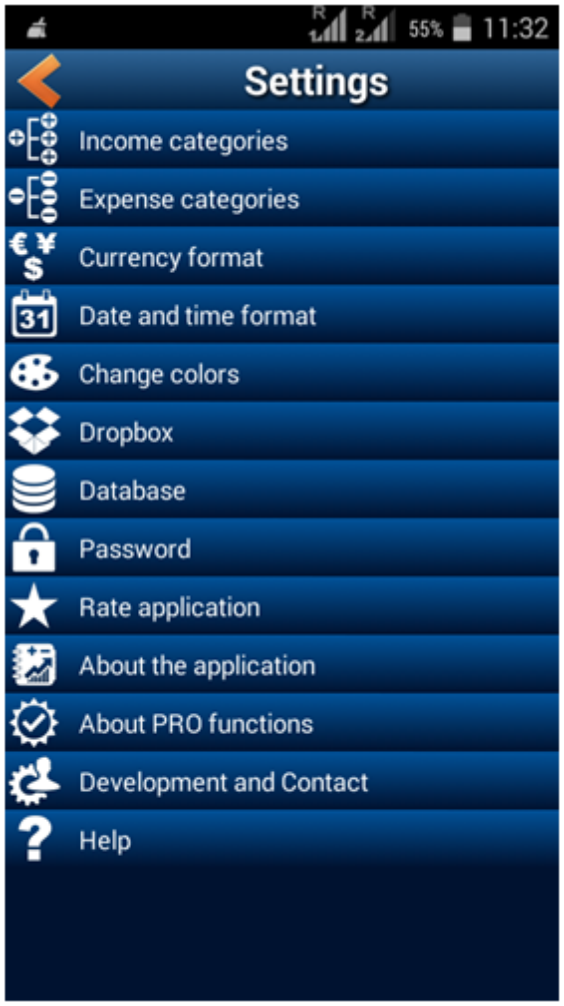


Image 106:

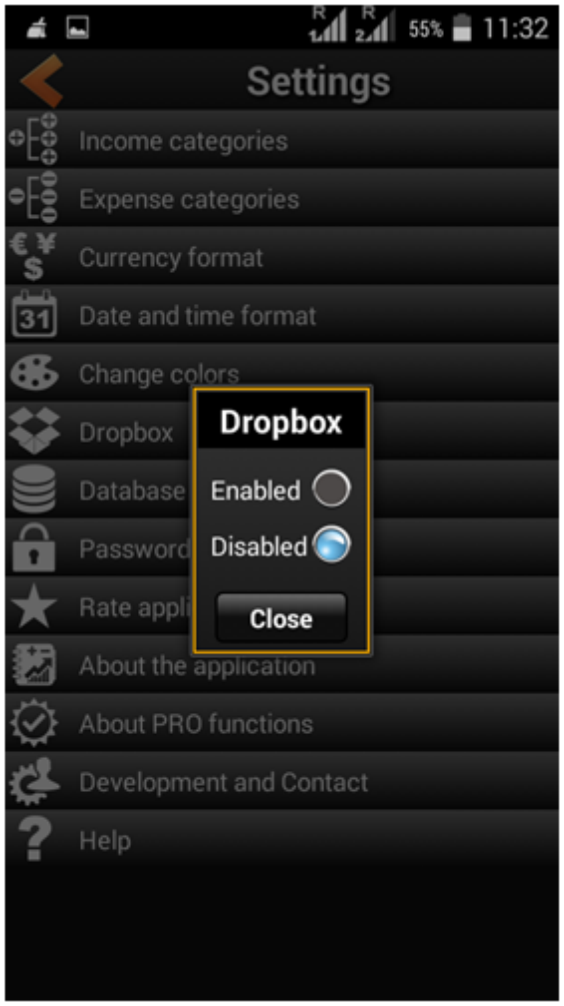


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Image 107:

55% 11:32
Database
Automatic backups.
Once per day the application will make a copy of your database in the internal memory of your device, this function saves copies for a week and eliminates having more than 8 days.
Table
Rows
Columns
Movements: 24 14
Categories: 49 5
Automatics: 1 12
Records: 99 9
Accounts: 3 13
Reset
Backup
Restore
Date of last backup: 2014-07-26

Image 108:

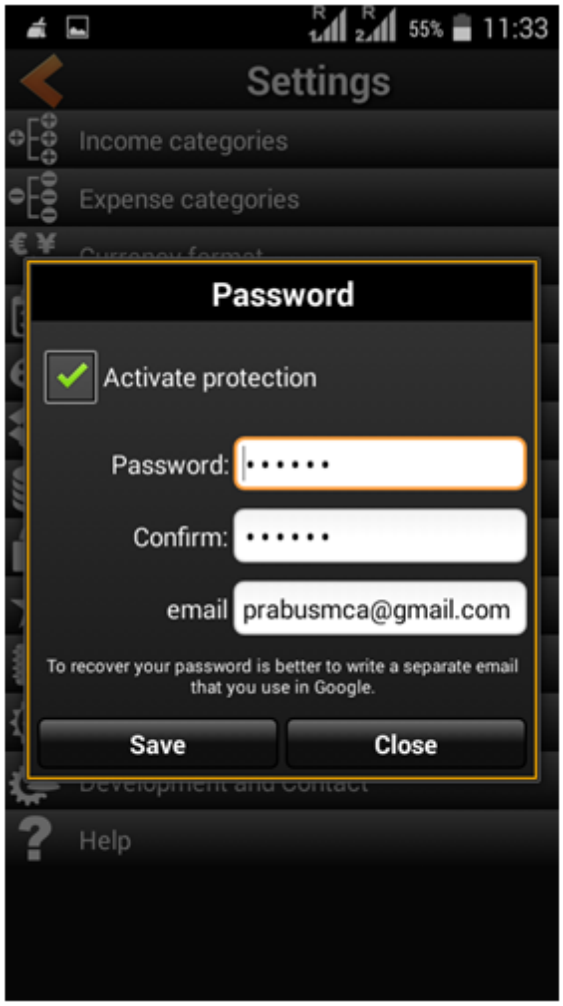


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Image 109:

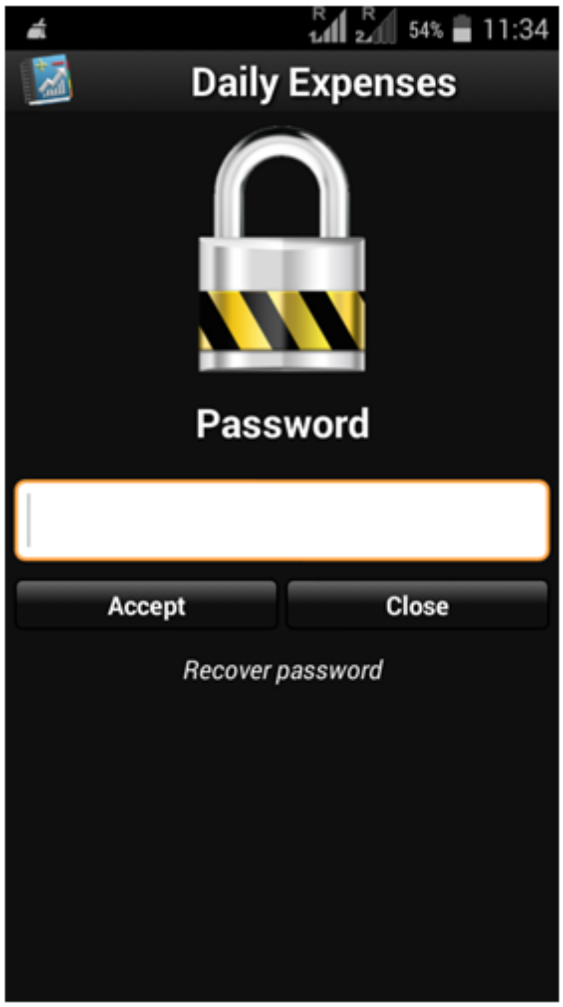


Image 110 :

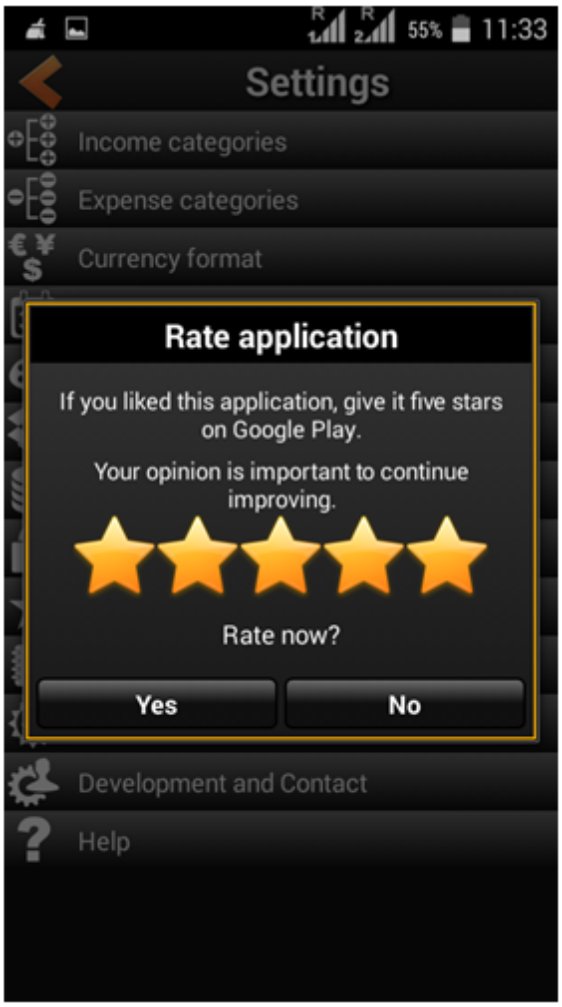


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Image 111:

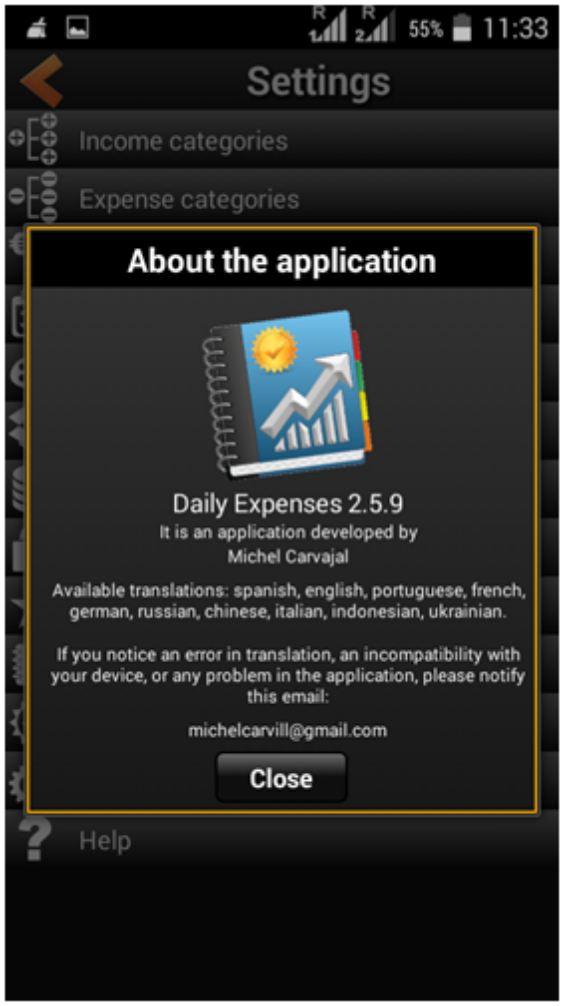
55% 11:33
Settings
Income categories
Expense categories
About the application
Daily Expenses 2.5.9
It is an application developed by
Michel Carvajal
Available translations: spanish, english, portuguese, french, german, russian, chinese, italian, indonesian, ukrainian.
If you notice an error in translation, an incompatibility with your device, or any problem in the application, please notify this email:
michelcarvill@gmail.com
Close
Help

Image 112:

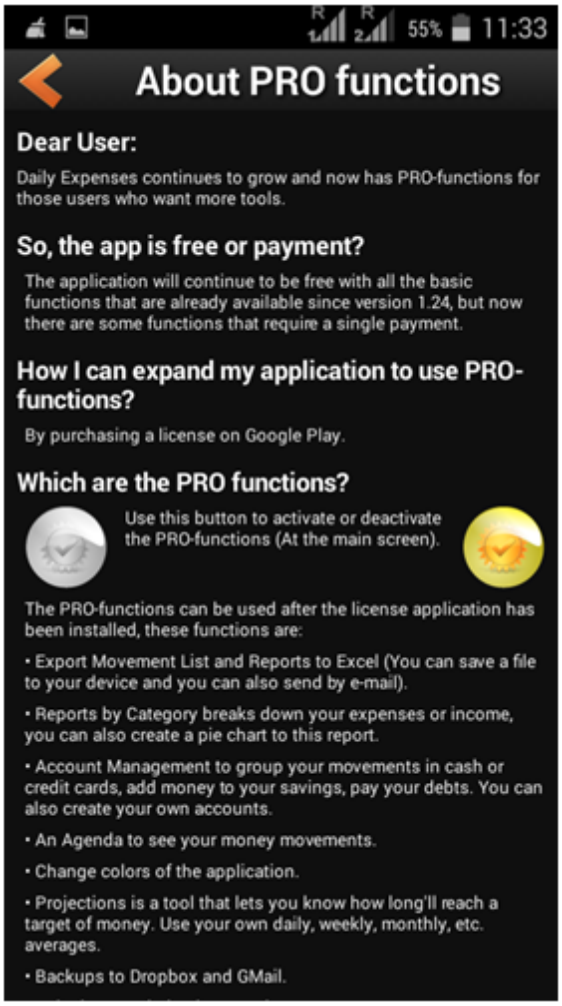
55% 11:33
About PRO functions
Dear User:
Daily Expenses continues to grow and now has PRO-functions for those users who want more tools.
So, the app is free or payment?
The application will continue to be free with all the basic functions that are already available since version 1.24, but now there are some functions that require a single payment.
How I can expand my application to use PRO-functions?
By purchasing a license on Google Play.
Which are the PRO functions?
Use this button to activate or deactivate the PRO-functions (At the main screen).
The PRO-functions can be used after the license application has been installed, these functions are:
• Export Movement List and Reports to Excel (You can save a file to your device and you can also send by e-mail).
• Reports by Category breaks down your expenses or income, you can also create a pie chart to this report.
• Account Management to group your movements in cash or credit cards, add money to your savings, pay your debts. You can also create your own accounts.
• An Agenda to see your money movements.
• Change colors of the application.
• Projections is a tool that lets you know how long'll reach a target of money. Use your own daily, weekly, monthly, etc. averages.
• Backups to Dropbox and GMail.

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Image 113:

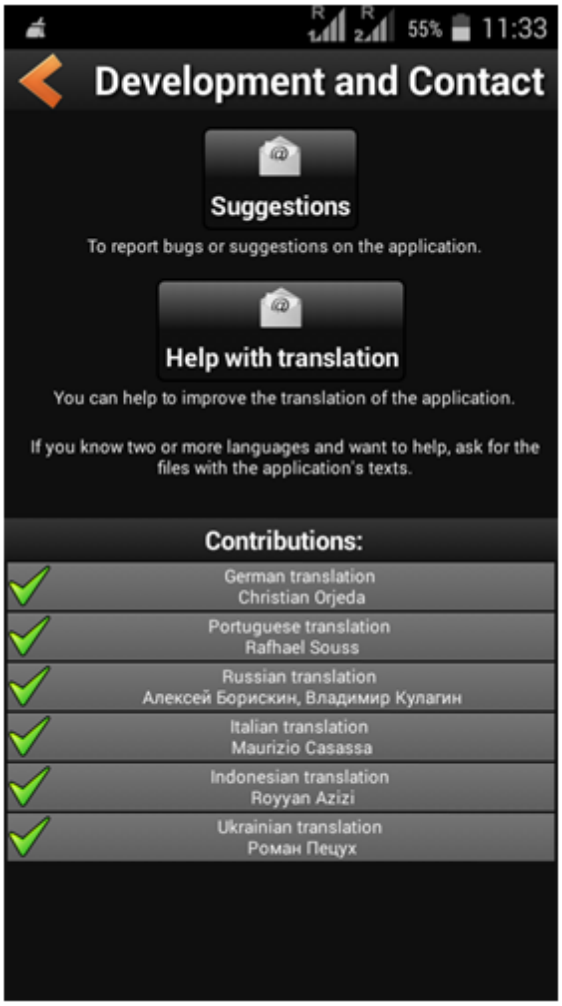
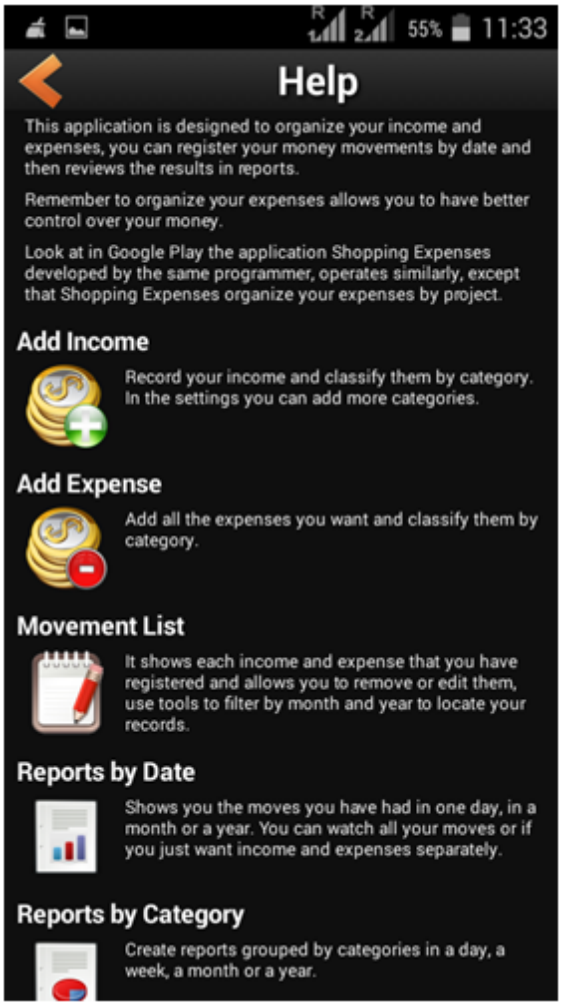



Image 114:


55% 11:33
Help
This application is designed to organize your income and expenses, you can register your money movements by date and then reviews the results in reports.
Remember to organize your expenses allows you to have better control over your money.
Look at in Google Play the application Shopping Expenses developed by the same programmer, operates similarly, except that Shopping Expenses organize your expenses by project.
Add Income
Record your income and classify them by category. In the settings you can add more categories.
Add Expense
Add all the expenses you want and classify them by category.
Movement List
It shows each income and expense that you have registered and allows you to remove or edit them, use tools to filter by month and year to locate your records.
Reports by Date
Shows you the moves you have had in one day, in a month or a year. You can watch all your moves or if you just want income and expenses separately.
Reports by Category
Create reports grouped by categories in a day, a week, a month or a year.

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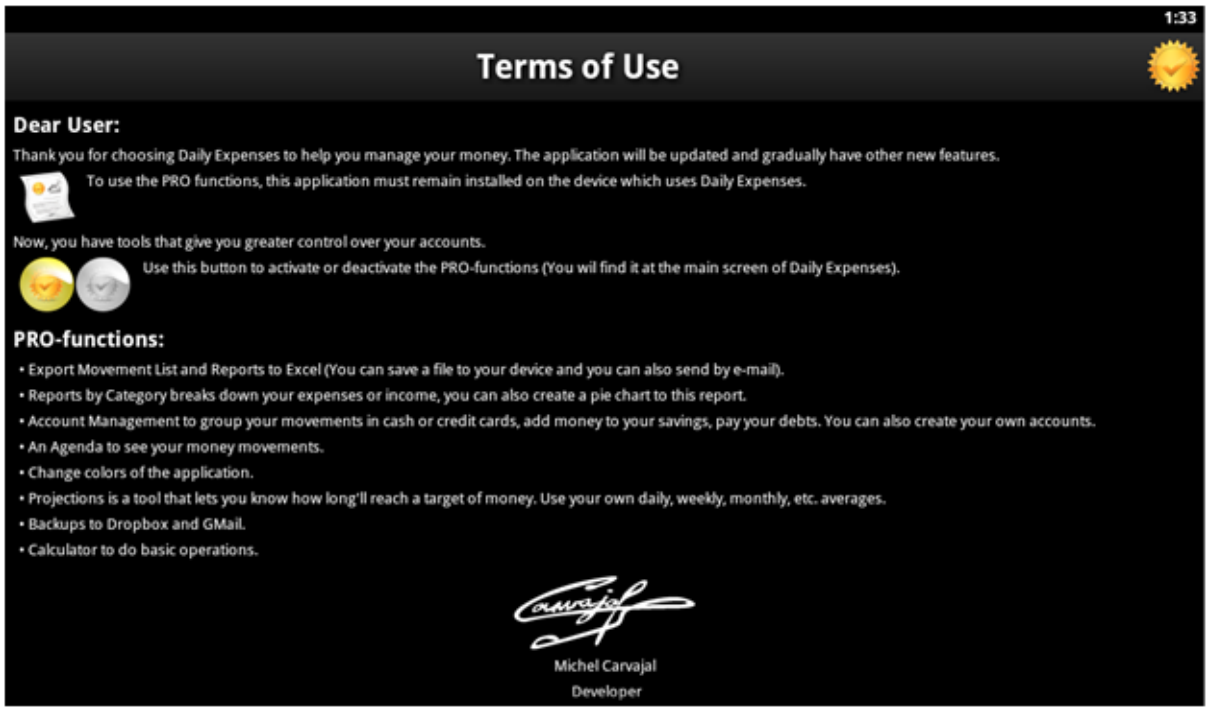
# Chapter

## 5. Free version Vs Pro version


1:33
Terms of Use
Dear User:
Thank you for choosing Daily Expenses to help you manage your money. The application will be updated and gradually have other new features.
To use the PRO functions, this application must remain installed on the device which uses Daily Expenses.
Now, you have tools that give you greater control over your accounts.
Use this button to activate or deactivate the PRO-functions (You wil find it at the main screen of Daily Expenses).
PRO-functions:
• Export Movement List and Reports to Excel (You can save a file to your device and you can also send by e-mail).
• Reports by Category breaks down your expenses or income, you can also create a pie chart to this report.
• Account Management to group your movements in cash or credit cards, add money to your savings, pay your debts. You can also create your own accounts.
• An Agenda to see your money movements.
• Change colors of the application.
• Projections is a tool that lets you know how long'll reach a target of money. Use your own daily, weekly, monthly, etc. averages.
• Backups to Dropbox and GMail.
• Calculator to do basic operations.
Michel Carvajal
Developer

This is the License that activates the PRO-functions of the Daily Expenses application. You Need to have both installed on the device. New features will reach slowly.

When you install Daily Expenses License from Play Store, your application will enable to use PRO-functions.

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# Free vs PRO Version

| No. | Functionality | Free Version | PRO Version |
|---|---|---|---|
| 1 | Add income, add income category, edit income category, delete income category. | ✓ | ✓ |
| 2 | Select different account, basic calculator operations in [Add Income] screen. | ✗ | ✓ |
| 3 | Add expense, add expense category, edit expense category, delete expense category. | ✓ | ✓ |
| 4 | Select different account, basic calculator operations in [Add Expense] screen. | ✗ | ✓ |
| 5 | Filter Movement List by month or per year, sort the list by date, edit records and delete income or expenses. | ✓ | ✓ |
| 6 | Export Movement List and Reports in XLS or CSV format, with the option of sending them to the SD-Card, Dropbox, GMail or Drive. | ✗ | ✓ |
| 7 | Report by Date to create reports per day, week, biweekly, month, year. | ✓ | ✓ |
| 8 | An agenda to see your cash movements and cash flow. | ✗ | ✓ |
| 9 | Reports by Category breaks down your expense or income, you can also create a pie chart to this report. | ✗ | ✓ |
| 10 | Projections section to see how long it takes to reach a money goal, based on your own averages. | ✗ | ✓ |
| 11 | Cards and Accounts section lets you create your own accounts, credit card, savings, debts, etc. Useful for separating your movements from other accounts. | ✗ | ✓ |
| 12 | Frequently Records, is used to create automatic recurring operations. You can allocate payments to your credit card. | ✓ | ✓ |
| 13 | Function to change application colors, option to create backups on Gmail, DropBox or Drive. | ✗ | ✓ |

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# Chapter

# 6. Frequently Asked Questions

## 1. I need Reports by Category

In the free version you can only use reports by date, the use of reports by category you must purchase the license application, and this link has more information:
https://play.google.com/store/apps/details?id=mic.app.gastosdiarios_licencia&hl=en

## 2. I need more accounts

In the free version you can only use one account that defaults is for cash, to use more accounts as credit, savings, debts, etc. you must purchase the license application, this link has more information:
https://play.google.com/store/apps/details?id=mic.app.gastosdiarios_licencia&hl=en

## 3. Is there any different form of payment than credit card?

Payment options vary by country; however these are the forms of payment accepted by Google Play Store:
https://support.google.com/googleplay/answer/2651410?hl=en
Google Play Gift Cards:
https://play.google.com/intl/es_mx/about/giftcards/

## 4. Play Store does not accept my credit card, what should I do?

Purchases are in charge of Google Play Store

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**Troubleshooting payment issues:**
https://support.google.com/googleplay/answer/2851612?hl=en

**Declined payments:**
https://support.google.com/googleplay/answer/1267137?hl=en

### 5. What is the real price of the application? (Brazil users)

The value of the application is MX$50.00 (Fifty Mexican pesos) or the equivalent in your own currency R$8.58 (Eightreales 58/100), the pennies can vary.

In Brazil is not possible to pay with currency of the country for political reasons. Then Google Play Store first shows you the value of the application in your own currency and then in Mexican currency. It is the same value in another currency.

MX$ 50.00 = $8.58

### 6. How I can use the same categories for all accounts?

The categories that you add to an account will only be visible to that account.

**Create a category for all accounts:**

1) Enter Application Options
2) Then go to "Expense Categories" or "Income Categories"
3) In account select [All]
4) Tap the [+] button
5) Write the name of the category
6) Tap the [Save] button

**To copy categories to other accounts:**

1) Enter Application Options
2) Then go to "Expense Categories" or "Income Categories"
3) Select the account that contains the categories
4) Touch a category for 3 seconds until it is selected
5) Next select the other categories that you want to copy
6) Tap the icon to copy
7) Then select the account where you want to paste the categories

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8) Finally tap [Yes] button

### 7. How I can create an account for a credit card?

To handle a credit card you need to create an account for expenses and assign a limit to spend, so the application will show you your current balance. The card balance is usually negative because it is money that you owe. Then to make a payment on the card you must do it from [Add Income], selecting which account you want to check in, each payment is income to your card when you make a purchase you can do it from [Add Expense] or from [Frequent Records] (for installment payments)

### 8. How I can create an account for bank loan?

This is one way to do it:

1) Enter [Cards and Accounts]
2) In the top touches the [New Account]
3) Write the name of the account, for example, "bank loan"
4) Assign the account type "Expenses" and select an icon
5) Set as spending limit the amount you borrowed.
6) Tap the [Save] button
7) Go back to the main screen and enter [Add Expenses]
8) Enter the total value of the loan
9) Finally, every time you pay register it as income.

Then in [Cards and Accounts] you will see your current balance and how much you have paid.

### 9. How I can back up on Dropbox?

To back up on Dropbox:

1) First you must have an account with Dropbox
2) You must have the Dropbox app installed
3) Activate the link in the application of Daily Expenses \ Options \ Dropbox
4) Now go into Options \ Database
5) Touch the [Backup] button
6) Select destination Dropbox

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7) Confirm [Yes]

Note: If you've already created the Dropbox link and the link is damage, then go into the application settings, then to the Dropbox option and disables the link, finally activate it again.

**10. How I can back up on Google Drive?**

1) Goto the Application Options
2) Then go into Database
3) Touch the [Backup] button
4) Select Drive as the destination
5) Confirm [Yes]

**11. Can I import Excel files into the application?**

The application does not allow import Excel files to protect the integrity of the database. Different versions of Excel, changes in configuration of each country and the varied way in which a user can organize your data in the cells, would be the main causes of application failure.

**12. I install the license but I can't get access the functions pro**

First you need to have a recent version of Daily Expenses app
https://play.google.com/store/apps/details?id=mic.app.gastosdiarios&hl=en

After you have installed the license, it's important to have the app closed (use the exit button, the app should ask if you're sure you leave), now reopen the application, it must detect the license.

Note: If despite this not detect the license, restart your device.

**13. How I can modify an expense or income?**

To modify a record:

1) Enter "Movement List" and locate the record you want to change
2) Tap the record and a menu will appear
3) Choose "Edit"
4) Change the data and touch the [Save] button

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## 14. What is the use Projections section?

This section is used to calculate the approximate time it would take you raise a sum of money and how much you should save for each period. Requires that you have a history of several days to make the information a little more accurate (but no less approximately).

The idea is to choose a goal, the amount you want (target), and then you should choose that Average (Daily, Weekly, Fortnightly, Monthly). The Average is created with information you've been adding in the application. You can also enter the values you want.

**Example:**

**Target:** 50,000.00 (Write the number)
**Average:** Daily (Choose)
**Income:** 4,850.00 (calculated automatically)
**Expense:** 2,300.00 (calculated automatically)
[Resolve]

The application calculates it takes 20 days (Daily Average) saving 2,500.00 per day to reach the goal of 50,000.00

## 15. How does the application work?

The application is based on the principles of basic accounting. That is, create accounts that have their own balance, make entries (income) and outflows (expenses) accounts, transfer balances from one account to another. The application generates reports of the movements that were applied on a specific date or a particular concept (category).

To manage an asset account (Cash, Savings, Bank, etc.), you must create an account for income, this type of account the balance is positive because is money in your favor. When you add an expense reduces your balance and when you add an entry, obviously your balance increases. For an income account you must create a positive limit.

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### 16. How I can export a XLS file?

For exporting to Excel is necessary to license the application:
https://play.google.com/store/apps/details?id=mic.app.gastosdiarios_licencia&hl=en

**With the full version:**

1) Go to Movement List
2) Use the filters you require, the app just exported what is at the screen
3) On the top bar touch the blue icon on the left (Share)
4) A dialog will appear to share
5) Select the destination and the XLS format
6) Touch the [Send] button

### 17. How Can I print my Reports?

For exporting to Excel is necessary to license the application:
https://play.google.com/store/apps/details?id=mic.app.gastosdiarios_licencia&hl=en

**With the full version:**

1) Go to Reports by Date o Reports by Category
2) Create the report
3) On the bottom touch the [Export] button
4) A dialog will appear to share
5) Select the destination and the XLS format
6) Touch the [Send] button

After entering your mail from the pc you can retrieve the file to print.

### 18. Do I have to repurchase the license if I change device?

By buying back the license don't worry, when you have your new device only made the registration with the same Google account. This way when you go to Play Store, you can download all the applications you've already purchased.

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## 19. I have a new device, How to retrieve information from my old device?

Carefully follow the following steps

**To move your data from your first device:**

1) Go to Application Options
2) Then go to [Database]
3) Touch the [Backup] button and send the database to your micro-sd
4) Write the path that return the application
5) Connect the device to your pc
6) From your pc finds the route for the "Daily Expenses" folder and go in
7) Copy the "database.db" file to your pc

**To put the data into your new phone:**

1) Create a backup, the app will create the "Daily Expenses" folder
2) Connect the device to the pc
3) Locate and enter the folder "Daily Expenses"
4) Paste the "database.db" file you created in the first device (Overwrite if necessary)
5) Enter the "Options \ Database" application
6) Tap the button [Restore] in the list tap your backup
7) Finally confirmed [Yes] button

## 20. How I can use my backup from Dropbox?

To restore a backup from Dropbox:

1) Enter to Daily Expensesapp
2) Now go toOptions\Database
3) Tap the [Restore] button
4) Touch the item “Search on Dropbox”
5) Wait the process finish
6) Finally confirmed [Yes] button

## 21. How I can use my backup from Google Drive?

To restore a backup from Drive:

1) Enter to Daily Expensesapp

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2) Now go toOptions\ Database
3) Tap the [Restore] button
4) Touch the item “Search on Drive”
5) Wait the process finish
6) Finally confirmed [Yes] button

**22. How I can use my backup from Gmail?**

To restore a backup from GMail:

1) With your pc go into your email account
2) Download the database in a folder that you remember
3) Connect the device to the pc
4) Enter on your device
5) Locate and enter the folder "Daily Expenses"
6) Paste the "database.db" file
7) Now on using you device enter to Daily Expenses app
8) Go to Options\Database
9) Tap the button [Restore] on the list and tap your backup
10) Finally confirm [Yes]

## More Questions And Solutions

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# Chapter

## 7. Download from here

| Daily Expenses | Daily Expenses License |
| --- | --- |
| | |
| GET IT ON Google play | GET IT ON Google play |

### Get Experience with our Other App - Shopping Expense

GET IT ON Google play

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# Chapter

## 8. Icons Description

Following Icons are used in the application

| Icons | Purpose of the Icon |
|---|---|
| | Add Income |
| | Add Expense |
| | Movement List |
| | Reports by date |
| | Agenda |
| | Reports by Category |
| | Projections |
| | Cards and Accounts |
| | Frequent Records |

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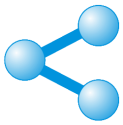
| Icons | Purpose of the Icon |
|---|---|
| | Settings |
| | PRO version |
| | Non PRO version |
| | About |
| | Exit |
| | Reset DB records |
| | DB records backup to SDcard, Gmail, Dropbox and Google Drive |
| | DB records restore |
|  | Share the records to SDcard, Gmail, Dropbox and Google Drive |
| | Sorting Records in Ascending order |
| | Sorting Records in Decending order |

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| Icons | Purpose of the Icon |
|---|---|
| | Filter the Income records alone in reports<br>Sum of Incomes in Home screen |
| | Filter the Expenses records alone in reports<br>Sum of Expenses in Home screen |
| | Daily Expenses Logo |
| | Daily Expenses with password protected |
| | Daily Expenses PRO Logo |
| | Daily Expenses PRO with password protected |
| | Daily Expenses License |

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